How to enroll in CPAP 100
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Step 1

Click the **Self Service** link.
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Step 2

Click the **My Course Planner** link.
Step 3

If CPAP course is mandatory, it must be enrolled from Common Core courses as shown. Otherwise, the course can be found under General Electives. Click the Expand graphic.
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Step 4

Click the **Expand** graphic.
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Step 5

Select the course
Click the option.
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Step 6

Scroll the object with the mouse wheel.
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Step 7

Click the **Plan Courses** link.
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Step 8

If you have successfully planned your course, this message will appear at the top of the page.
Point to the object.
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Step 9

Scroll the object with the mouse wheel.
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Step 10

Click the **Enroll in Planned Courses** link.
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Step 11

Click the **choose main section** link.
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Step 12

To view all sections
Click the View All Sections link.
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Step 13

Note that enrollments to a section will be allowed until 2 days prior to the section’s exam date. However, drop actions are allowed until the day of the exam.

Point to the field.
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Step 14

Click the **Select Class** link.
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Step 15

Click the **Wait list if class is full** option.
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Step 16

Click the **Save** link.
Step 17

Click the **Enroll In Classes** link.
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Step 18

Click the Finish Enrolling link.
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Step 19

If you have successfully enrolled, this message will appear.
Point to the link.
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Step 20

You can also view CPAP enrollment from this link
Click the **My Confirmed Enrollments** link.
Step 22

End of Procedure.