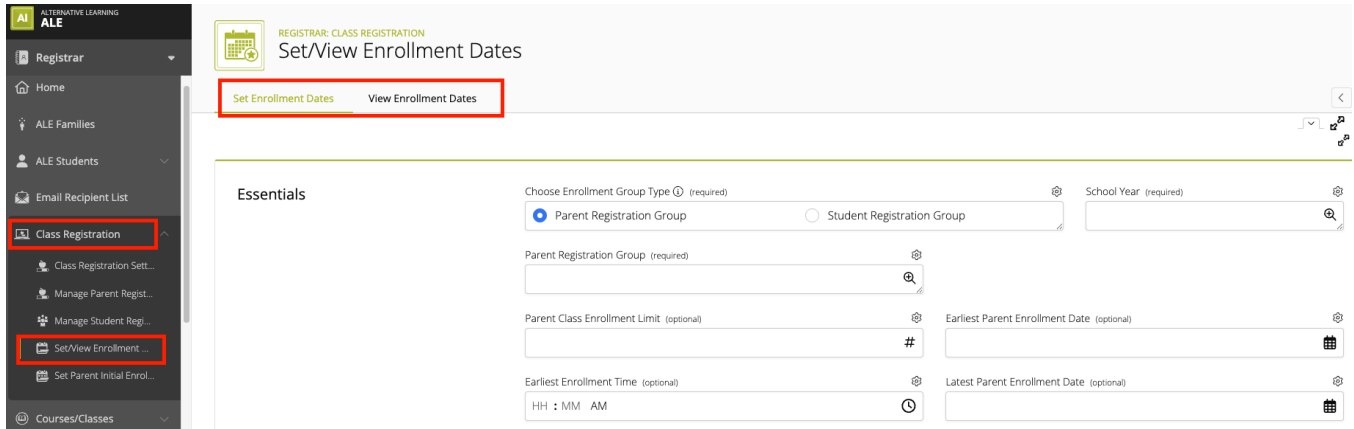


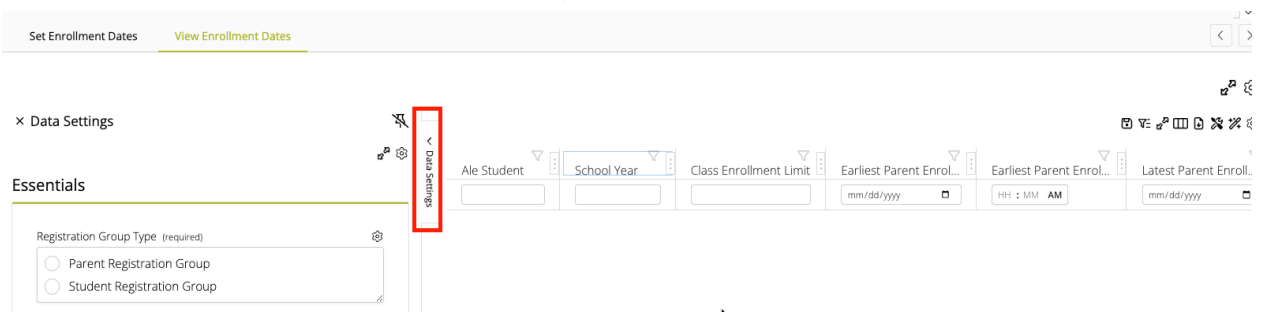
ALE Registrar: Set and View Enrollment Dates (Connect)

Here, you will learn to set enrollment dates via parents/guardians or student groups. The settings here update the Parent Enrollment Settings section on the Details tab of Student Learning Plans.

1. Start under **Class Registration** in the left navigation menu and choose **Set/View Enrollment Dates**.
2. You will see two tab settings across the top.



- Set Enrollment Dates:** These settings update the Parent Enrollment settings section on the Details tab of Student Learning Plans.
 - Select the **Parent Registration Group** or **Student Registration Group** radio button.
 - Click the **magnifying glass** in the **Parent or Student Registration Group** field and click the **checkbox** to the left.
 - Click the **magnifying glass** in the **School Year** field, click the **checkbox** next to the school year, and click **Accept**.
 - Fill in the **Parent Enrollment Limit** field numerically.
 - Select the **Earliest Parent Enrollment Date**, **Earliest Enrollment Time**, and **Latest Parent Enrollment Date**.
 - Click **Save**.
- View Enrollment Dates:** Here, you can view your set enrollment dates.



- In the **Data Settings** drawer to the left, select the **Parent Registration Group** or **Student Registration Group** radio button.
 - Click the **magnifying glass** in the **ALE Parent Group(s)/Student Registration Group(s)** field, click the **checkbox** next to the registration group, and click **Accept**.



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- ii. To the right, you will see a data table showing students, school year, class enrollment limit, and the earliest and latest parent enrollment dates/time. If you need to change settings or enter new enrollment dates, it will overwrite the current settings and dates.