FLORIDA
ARIZONA
WORLDWIDE

EMBRY-RIDDLE
Aeronautical University

Student Guide
Dual Enrollment
Student Registration

Student Application & Enrollment Steps

New Student?

YES →

Submit online application: https://erau.edu/gaetz-aerospace-institute/students-instructors/

↓

Receive email with ERAU student ID#. Activate ERNIE account. Set up Duo Authentication.

↓

Submit completed Consent Form

↓

Enroll in course during open registration period

NO →
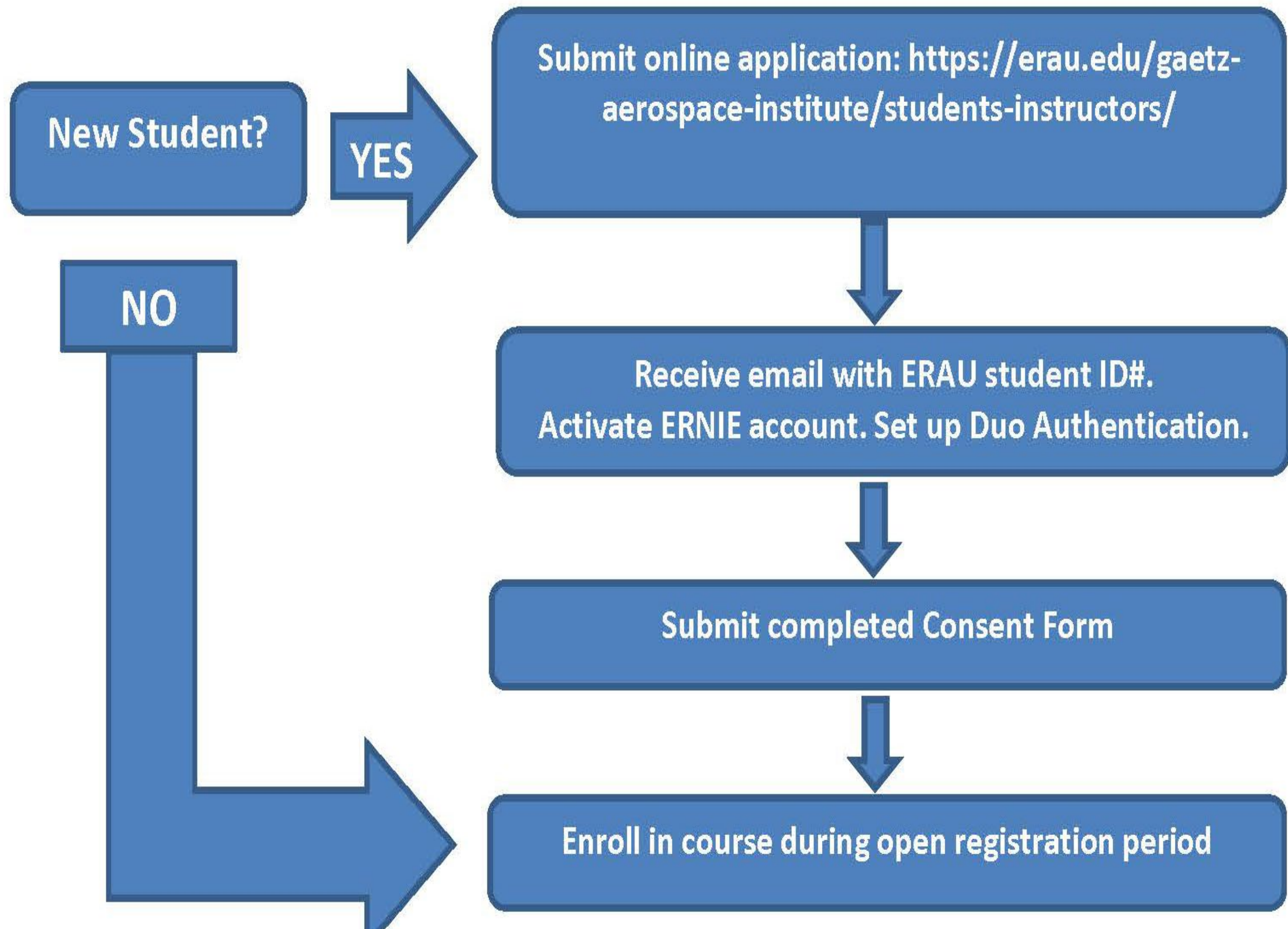
Application Steps for NEW students
(Students who have not previously taken an ERAU credit course)

STEP 1: Students apply online at www.erau.edu/gaetz-aerospace-institute/students-instructors.

GAETZ Institute Application – Embry–Riddle Aeronautical University

Personal Information

Legal First Name *

Middle Name

Last Name *

Suffix

Please select... ▾

Birth Month *

Please select... ▾

Birth Day *

Please select... ▾

Birth Year *

Please select... ▾

United States Social Security Information

Check if you have a United States Social Security Number

☐

Citizenship

US Citizen *

Follow the prompts to complete the application questions and click Submit.

Students will receive an email with their ERAU student ID# after their application has processed. (Usually within 3 business days)

The application is creating your student account - please ensure you enter your full legal name and a valid email address.

Application Steps for NEW students

STEP 2: Students activate their ERNIE account after receiving the welcome email with their 7-digit ERAU student ID# at www.erau.edu

If you have an ERAU Student ID# but are unable to activate your account, please contact: Terry Bosma at bosmat@erau.edu

Duo Authentication

Embry-Riddle utilizes two-factor authentication within our environment using Duo Authentication. Students are required to set up the app to receive authentication via text or voice call. Students will not be able to access their accounts without authentication.

Logging in

1. Login to ERNIE or our pre-activation site at https://duo.erau.edu.

2. Arrive at Duo Authentication screen.
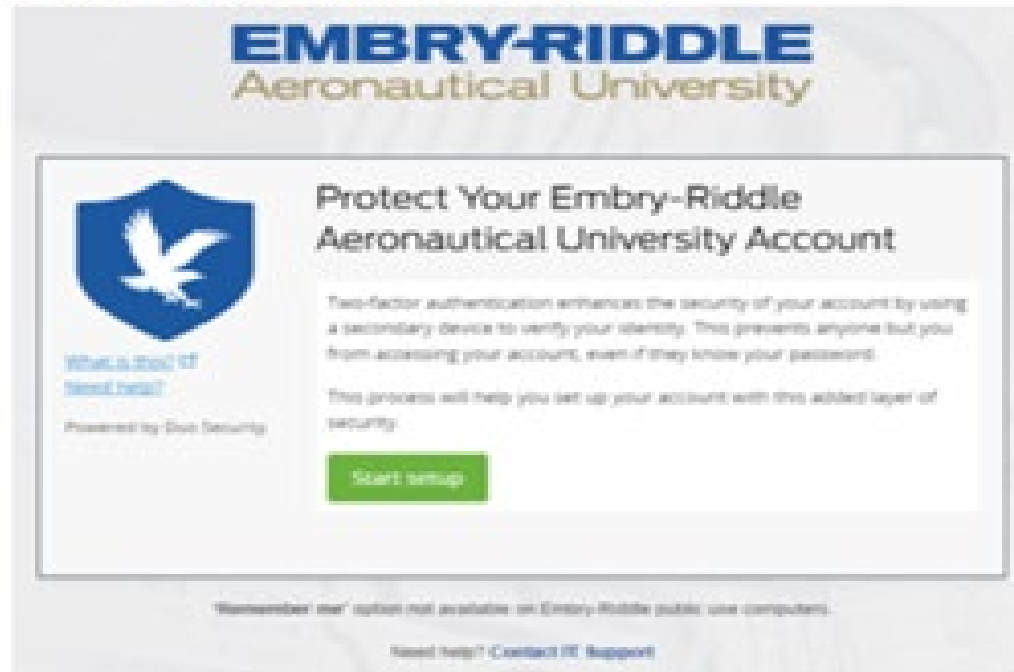
3. Click 'Start setup'.

4. Select your type of device and click 'Continue'. Jump to the section for the device you select below.

Application Steps for NEW* students

STEP 3: Students submit Consent Form (complete with **ERAU student ID#** and all signatures) to instructor.

Students are ready to enroll in courses once they have submitted their completed form.

* Duval County School District requires consent forms from ALL students

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EMBRY-RIDDLE
Aeronautical University.

Gaetz Aerospace Institute

CONSENT FORM
2017-2018 Concurrent Enrollment Program
Please use black ink

ERAU Student ID# _____
If you do not have a 7-digit student ID# yet, apply online at
www.erau.edu/gaetz-aerospace-institute/students-instructors

Student Information   Date of Birth (mo./day/yr.) _____

Name _____
         Last   First   Middle

Mailing Address: _____
                  Street Address   Apt #

_____
City   State   Zip Code   County

Student Phone Number: Home _____   Cell _____

Student Email Address _____   High School _____

Gender ☐ Male   ☐ Female   Social Security # _____

Current Grade Level _____   Expected year of high school graduation _____

High School Personnel Authorization

This student meets the established GPA and high school classification criteria and demonstrates the academic readiness, social maturity and motivation to complete college level coursework. I recommend this student for the ERAU concurrent enrollment program.

High School Counselor Name _____   Phone _____

Counselor Signature _____   Date _____

Student's Unweighted GPA

I have read and understand the expectations and requirements for participation in the ERAU Concurrent Enrollment Program. I understand that by enrolling in ERAU courses, I am creating a permanent college transcript.
** Some courses are offered for high school credit only - Please check with your instructor regarding specific courses **

STUDENT SIGNATURE _____   Date

PARENT/GUARDIAN SIGNATURE _____   Date

Parent Name _____   Parent Email Address _____

RETURN COMPLETED FORM NO LATER THAN 10 DAYS AFTER THE SEMESTER BEGINS.
Completed forms should be scanned and emailed to: bosmat@erau.edu or faxed to 386-254-5517.
Student cannot enroll in courses until both the electronic application and consent form have been received by ERAU Gaetz Aerospace Institute.
Late submissions will not be accepted.

Application Steps for New Students:
1) Apply online at www.erau.edu/gaetz-aerospace-institute/students-instructors
2) Activate your ERNIE account after receiving the welcome email with your 7-digit student ID#
3) Submit completed Consent Form
4) Enroll in your course online during registration period.

Embry-Riddle Aeronautical University, Gaetz Aerospace Institute   Phone 386-226-6560, Fax 386-254-5517

Course Enrollment – All Students

Students **self enroll in courses online** during registration period. Instructors will provide course section & class numbers.
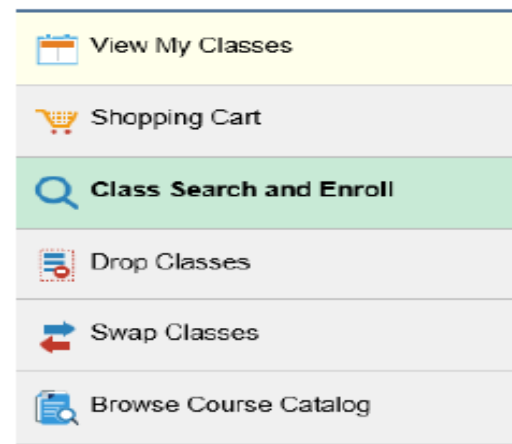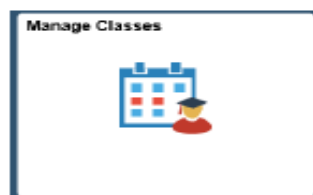
Self Service Registration

1. Login to **ERNIE**.

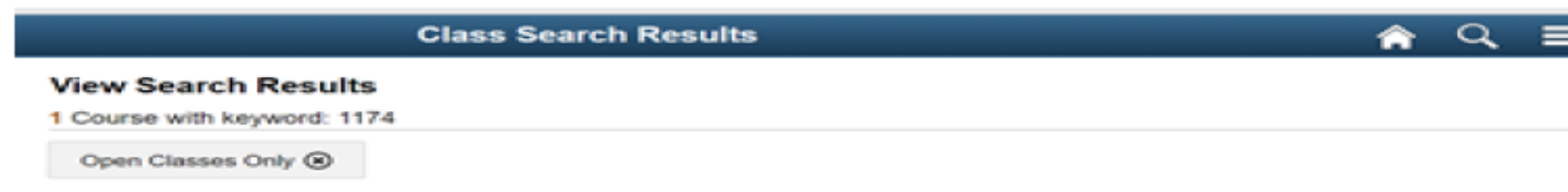2. Select the **Campus Solutions Student Homepage** under **ERAU Tools**.

   📁 Campus Solutions Student Homepage

3. If you have no holds, select the Manage Classes tile on your Campus Solutions Student homepage. Then, you can search for classes and enroll. (If there are Holds listed, request assistance from the GAI office)

   Manage Classes

   - 📅 View My Classes
   - 🛒 Shopping Cart
   - 🔍 Class Search and Enroll
   - Drop Classes
   - ↔ Swap Classes
   - 📖 Browse Course Catalog

4. Select the correct Term (DB Dual Enrollment Fall 20xx or DB Dual Enrollment Spring 20xx) and enter the the 4 digit CLASS NUMBER supplied by your instructor in the search bar.

   Please note that year long courses such as Private Pilot Ground will be listed in the DB Dual Enrollment 20xx-20xx Term.

   Class Search Results   🏠 🔍 ☰

   View Search Results
   1 Course with keyword: 1174

   Open Classes Only ⊗

FAQ

Q. I applied online but did not receive an email with my student ID#

A. Applications typically take several days to process. Welcome emails are then auto generated to the personal email address supplied on the application. If the email address was incorrect, the student will need to contact GAI registration to obtain their student ID#. (See contact information below)

Q. I received my student ID# but am unable to activate my account.

A. Information supplied during the activation must match the information supplied on the online application *exactly* or activation will fail (name, DOB etc). If you are unable to activate your account, please contact GAI registration.

Q. I activated my account but it won't let me register for classes.

A. This could be due to several factors:
- Check to see if you have a hold on your account
- Are you missing a pre-requisite?
- Your account could still be processing.
- You can check your status by emailing Terry Bosma at the address below. Please include your full name and ERAU student ID# on your request.

Q. I'm a returning student but Campus Solutions is showing no available classes for enrollment

A. Student accounts are deactivated after two semesters of inactivity. Contact GAI registration below for assistance.

Q. How do I know which class to enroll in?

A. Your instructor will supply the course, section and class #

Q. I forgot my password

A. Contact the IT Help Desk at 386-226-6990. Password resets are the only issue the IT Help Desk can assist with. All other registration questions should be directed to:

ERAU GAI Registration – Terry Bosma - ***bosmat@erau.edu***