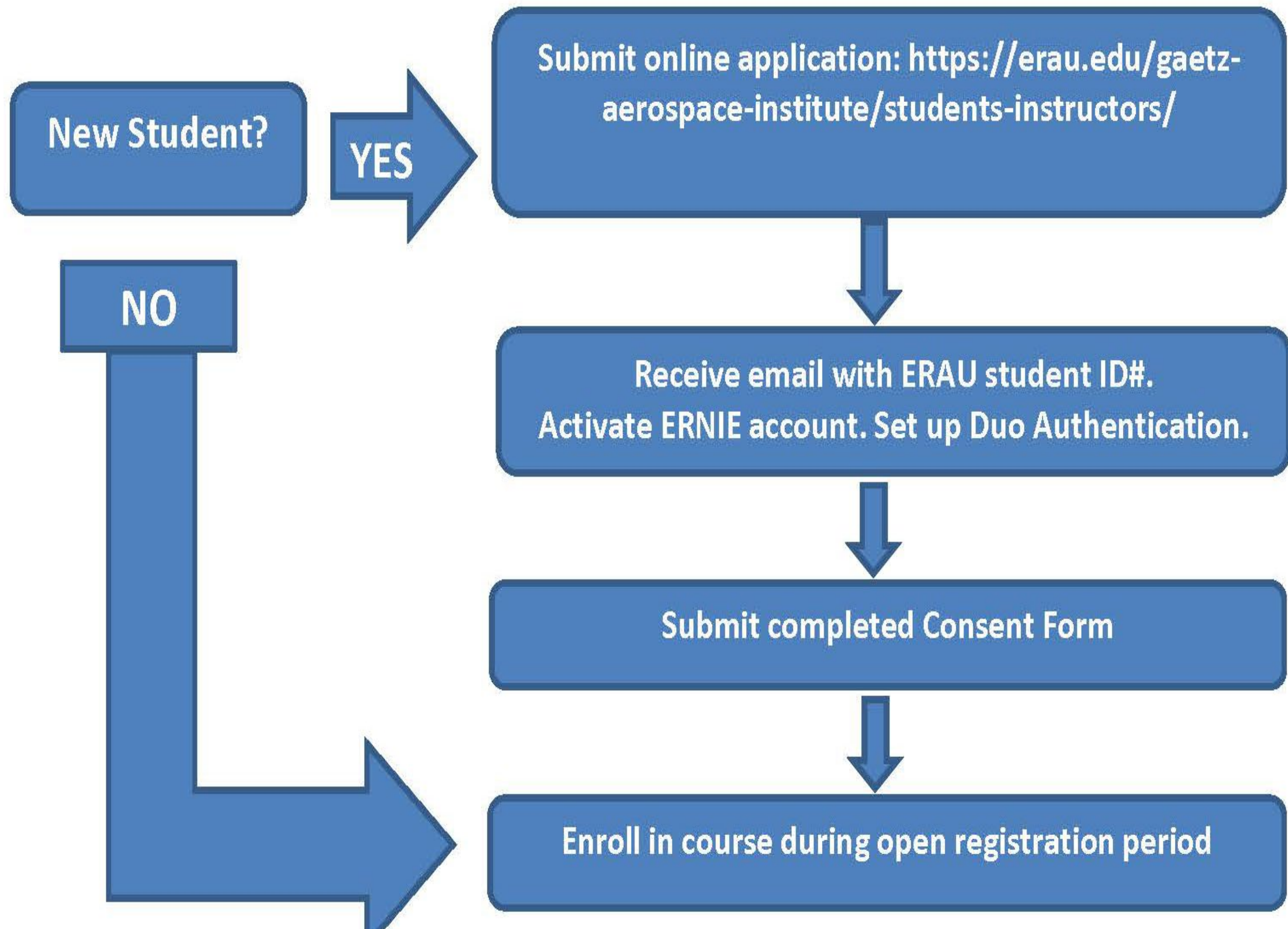


A large, stylized white eagle is depicted in flight, its wings spread wide, against a bright yellow background. The eagle is positioned on the left side of the page, with its head facing right. The text of the section header is centered over the eagle's body.

Student Guide Dual Enrollment Student Registration

Student Application & Enrollment Steps



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.

The screenshot displays the Embry-Riddle Aeronautical University website. The top navigation bar includes the university logo, links to Newsroom, ERNIE, and Give, and a list of campus locations: Daytona Beach, FL; Prescott, AZ; Worldwide Campus; Embry-Riddle Online; and Asia Campus. Below this is a secondary navigation bar with links to Degrees & Programs, Admissions, Research, Partnerships, About Us, Leadership, and Strategic Plan. The main content area is titled "Students and Instructors" and includes a breadcrumb trail: Home / Gaetz Aerospace Institute / Students and Instructors. On the left is a sidebar menu for the Gaetz Aerospace Institute, with "Students and Instructors" highlighted. The main content area features a section titled "First Time Students" with the heading "Step 1 – Complete Online Application – New Students Only – First 10 Days of Semester". The text states that all new students must complete the "online application", which is circled in red. A large red arrow points from the text "Apply Here" to the circled "online application". Below this text, it mentions that special care should be taken to enter information correctly to create the official ERAU student account. To the right, there is a "Contact Us" section for Colleen Conklin, Executive Director, Assistant Professor, Aeronautical Science Department, with a phone number 386-226-6560. Social media icons for Facebook and Twitter are at the bottom right.

EMBRY-RIDDLE
Aeronautical University

Newsroom
ERNIE
Give

Daytona Beach, FL Campus
Prescott, AZ Campus
Worldwide Campus
Embry-Riddle Online
Asia Campus

Degrees & Programs Admissions Research Partnerships About Us Leadership Strategic Plan

Students and Instructors

Home / Gaetz Aerospace Institute / Students and Instructors

Gaetz Aerospace Institute

- About Us
- Course Listings
- Programs
- Students and Instructors**

First Time Students

Step 1 – Complete Online Application – New Students Only – First 10 Days of Semester

All new students (students who have not taken an ERAU class previously) must complete the **online application**.

Special care should be taken to enter information correctly, this will create the official ERAU student account. Applications are normally processed within a few days.

Contact Us

Colleen Conklin
Executive Director, Assistant Professor, Aeronautical Science Department
☎ 386-226-6560

Apply Here

Facebook Twitter

GAETZ Institute Application - Embry-Riddle Aeronautical University

Personal Information

Legal First Name * Middle Name Last Name *

Suffix

Birth Month * Birth Day * Birth Year *

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

A screenshot of the ERAU login and activation page. It features the ERAU logo at the top. Below it is a form titled 'Enter your ERAU Username and Password' with fields for 'Username' and 'Password'. A checkbox area contains a statement about agreeing to the 'ERAU Acceptable Use of University Computing Resources Policy'. A large 'LOG IN' button is present, followed by a link that says 'or [Activate Your Account](#)'. A red arrow points from the text 'Click on Activate Your Account and follow prompts' to this link.

Click on Activate Your Account and follow prompts

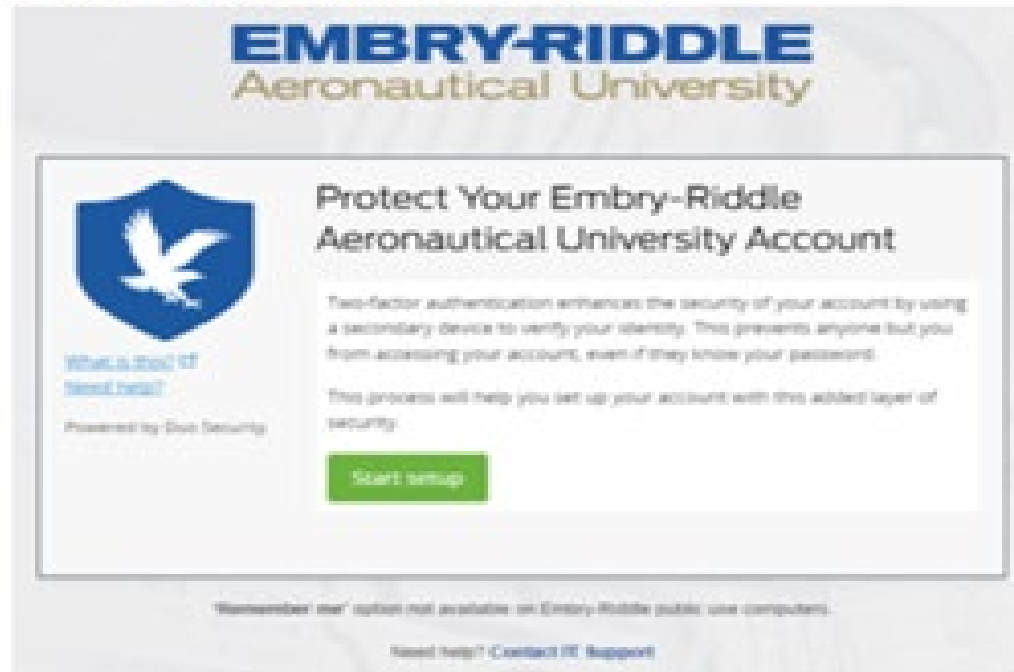


Duo Authentication

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

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.

Course Enrollment – All Students

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

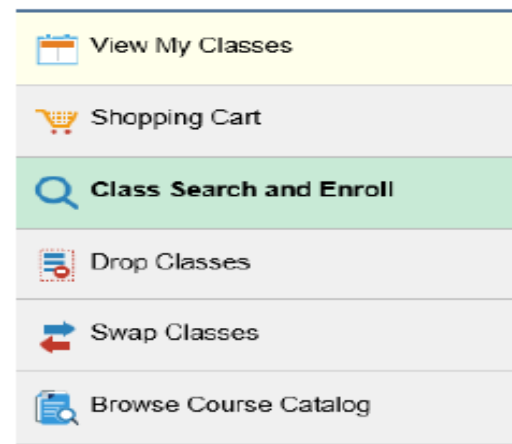
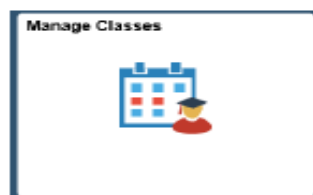
Self Service Registration

1. Login to **ERNIE**.
2. Select the **Campus Solutions Student Homepage** under **ERAU Tools**.



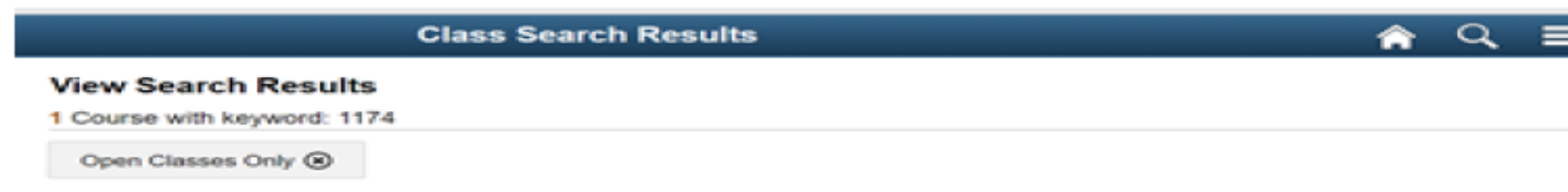
Campus Solutions Student Homepage

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)



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.



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***

