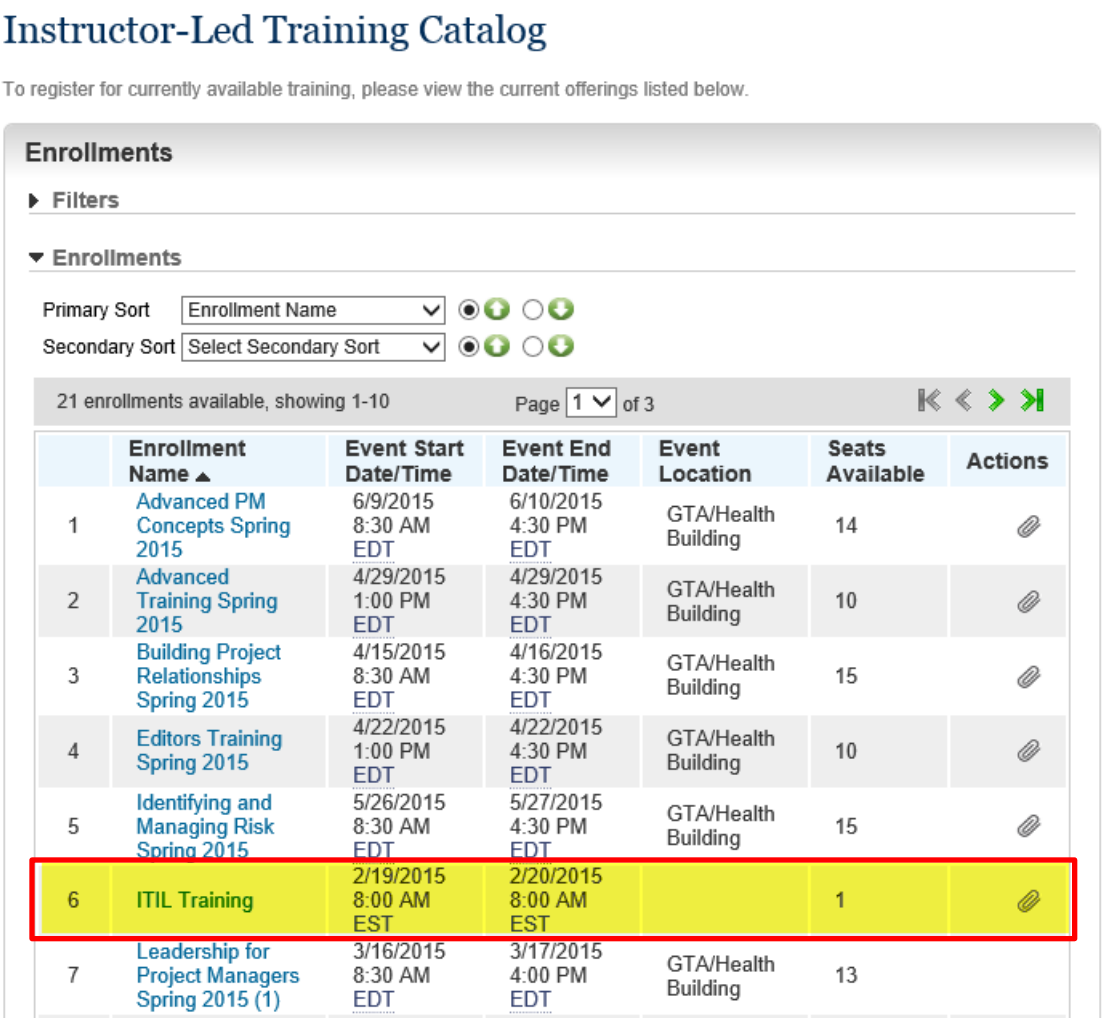
GTA Learning Center

Methods and Procedures: Viewing Course Enrollment Information

STEP	ACTION	RESULT
1	Click the **Instructor-led Training Catalog** on the **Home Page.**	**List of Instructor-led training courses displays.**  **Search for the appropriate course.**
2	Click the appropriate course name under the **'Enrollment Name'** column.	**The Enrollment Information page should display.**

<table>
<tr>
<td></td>
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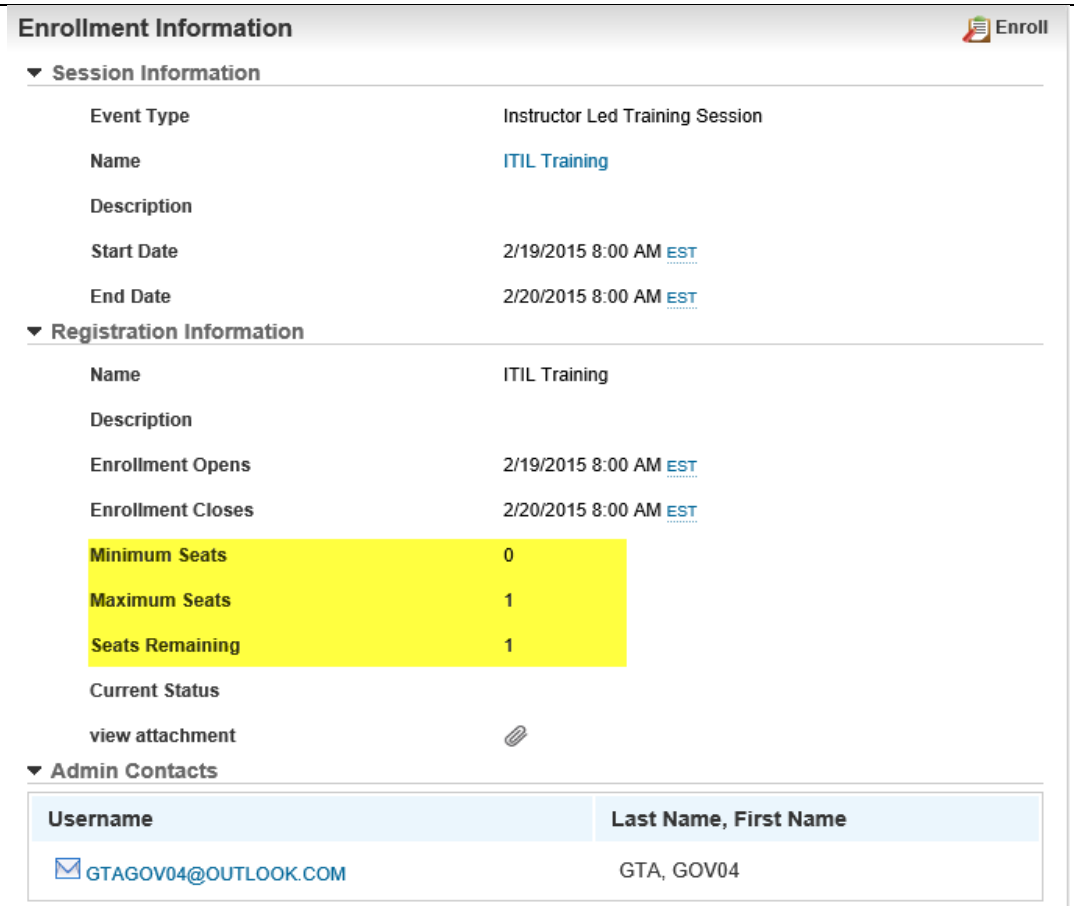

Information available in this area includes:

Event Type
Name
Description
Start/End Date
Registration Information
Minimum Seats
Maximum Seats
Seats Remaining
Attachments
Admin Contacts

</td>
</tr>
<tr>
<td></td>
<td>End of Process</td>
<td>Users can enroll in courses that do not have any seats remaining. This action will place the user on a <u>waitlist</u>. Waitlist registrants will be automatically enrolled if another user drops. There are no notifications for this function and users are strongly encouraged to check their enrollment status weekly for updates and changes.</td>
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</table>