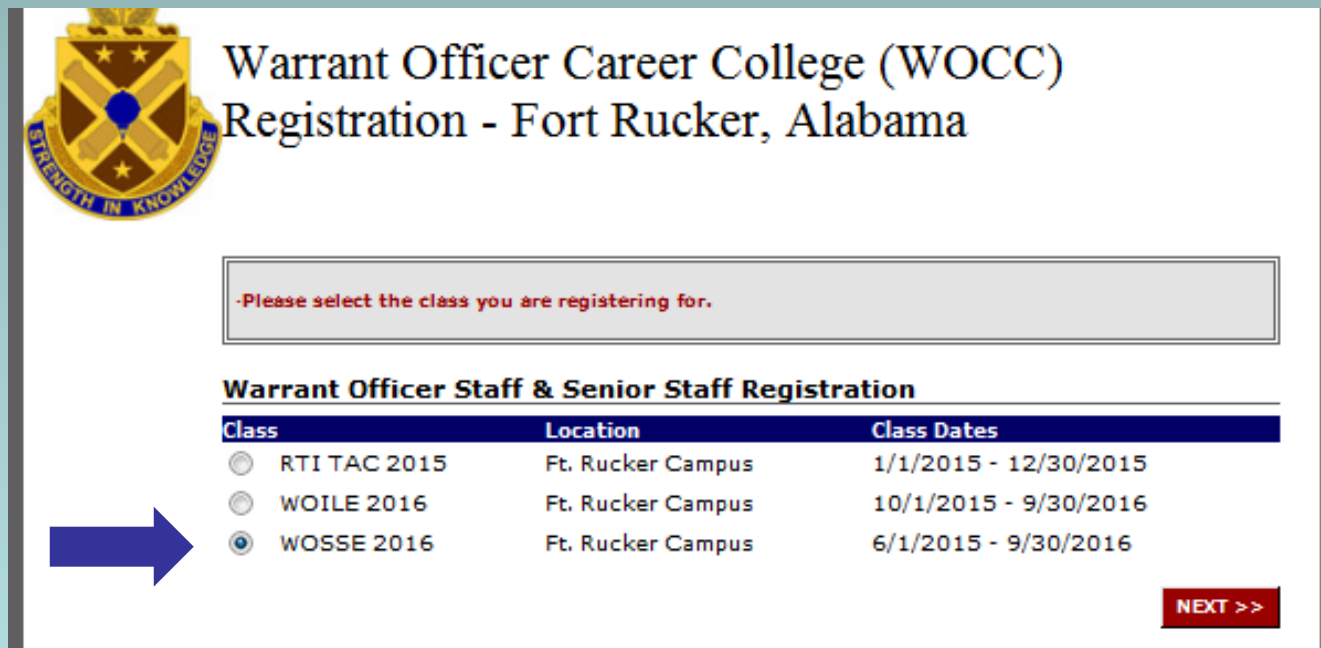# WOSSE Distributed Learning (DL) Phase 1 Enrollment Process

As of 09/21/2015

# STUDENT REGISTRATION

1. Open your Web Browser on a CAC-enabled computer and enter the following URL:

https://cgsc2.leavenworth.army.mil/students/WOCC/index.asp

2. Select the most current FY WOSSE Class and click **NEXT >>**

## Warrant Officer Career College (WOCC) Registration - Fort Rucker, Alabama

-Please select the class you are registering for.

### Warrant Officer Staff & Senior Staff Registration

| Class | Location | Class Dates |
|---|---|---|
| RTI TAC 2015 | Ft. Rucker Campus | 1/1/2015 - 12/30/2015 |
| WOILE 2016 | Ft. Rucker Campus | 10/1/2015 - 9/30/2016 |
| WOSSE 2016 | Ft. Rucker Campus | 6/1/2015 - 9/30/2016 |

NEXT >>

# STUDENT REGISTRATION Cont…

3. Read the Registration Instructions and acknowledge by clicking **NEXT >>**



Warrant Officer Career College (WOCC)
Registration - Fort Rucker, Alabama

You are about to register for a Warrant Officer Course (WOCC) at the Ft. Rucker Campus.

*************************************************************************
STOP! YOU SHOULD NOT PROCEED WITH REGISTRATION UNLESS YOU HAVE A CONFIRMED ATRRS RESERVATION FOR THIS COURSE.
*************************************************************************

**PRESCRIBING DIRECTIVE:** AR 350-1, AR 350-10, AR 600-8-104, AR 600-20; AUTHORITY: 10 U.S.C. 3013 and U.S.C 3583

**Principal Purpose:** To obtain current background information on Warrant officers slated to attend WOSC.

**Routine Use:** Identify individuals with specific qualifications, assignment background, education expertise/disciplines, and to obtain emergency contact information. SSN is used solely as a means of identification; however, the SSN and any other information contained on this form may be provided to Federal, state, or local authorities in connection with official business.

**Disclosure & Effect:** Voluntary. However, without the information, the individual will not receive the necessary administrative support for registration and enrollment in WOCC.

**Instructions:**

- Only the person logged in with their AKO account can register. Any registration submitted under your account will be tied to your AKO user name.
- Required fields are noted with an asterisk (*).
- You will be able to view all the pages of the registration without error before final submission.
- You will not be able to submit the registration unless all required fields are filled in.
- You will not be able to save your information and come back at a later time to finish the form.
- If you receive any errors while filling out the registration, please contact the CGSC Webmaster at usarmy.leavenworth.tradoc.mbx.lde-cgscweb-inbox@mail.mil. Please describe where you were in the registration and the error you received.
- The application will time out after 15 minutes of inactivity and your data will be lost unless you submit it.

Please click the **Next** button below to continue.

NEXT >>

# STUDENT REGISTRATION Cont...

4. Fill out the three (3) pages of the registration form (General Information, Student Contact Information, and Military Service Details) and click **REVIEW** .   If no errors, click **SUBMIT**

# STUDENT REGISTRATION Cont…

5. If successful, you will receive an e-mail notification from **usarmy.leavenworth.tradoc.mbx.lde-cgscweb-inbox@mail.mil**, Subject: **WOSSE 201x Pre-Registration**:

WOCC Pre-Registration Confirmation

~~Brian Searcy~~ has completed online registration for the  WOSSE 2016 course.
For questions about or issues with your registration status or with Blackboard please contact the WOCC staff directly.

6. WOCC Staff will verify your eligibility and process your registration application accordingly. If you are assigned a valid DL Phase 1 seat, you will then receive another system-generated e-mail notification with Subject: **Enrollment in Blackboard Course WOCC_WOSSE_201x_PH1_00x-x-x Complete** about <u>two weeks prior</u> to the start of your assigned DL Phase 1 class (DL schedules are posted in the WOCC website). It will contain detailed login information and further instructions for Blackboard, your Distributed Learning environment.

**Warrant Officer Career College**