Air Force Culture and Language Center
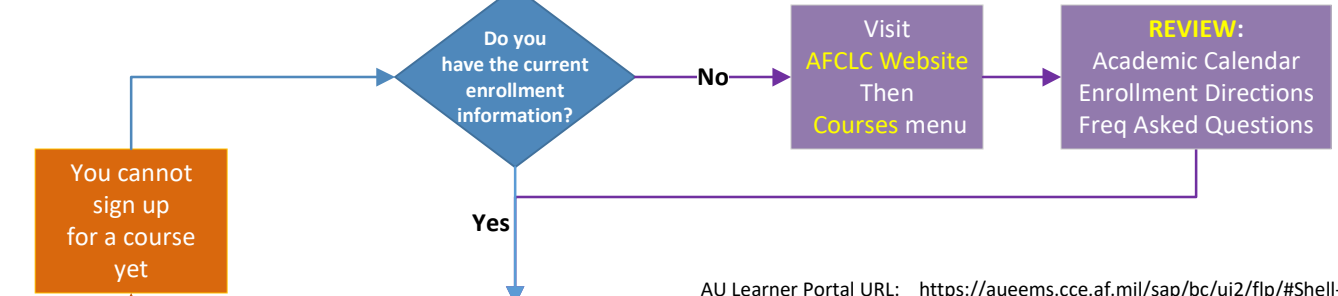# Enrollment Directions

Listing of Contents:

NOTE: As you go through the enrollment process you will notice there are different 'venues' to submit requests for help. While you may have to use these venues for account specific help, always keep in mind the AFCLC Enrollment Support (**AFCLC/ENROLL)** is your FIRST STOP for assistance. If you let us know you're having difficulties, we can advise and help you navigate the process more effectively.

AFCLC/ENROLL < afclc.enroll@us.af.mil > for general support and advice, course enrollment notifications and enrollment status
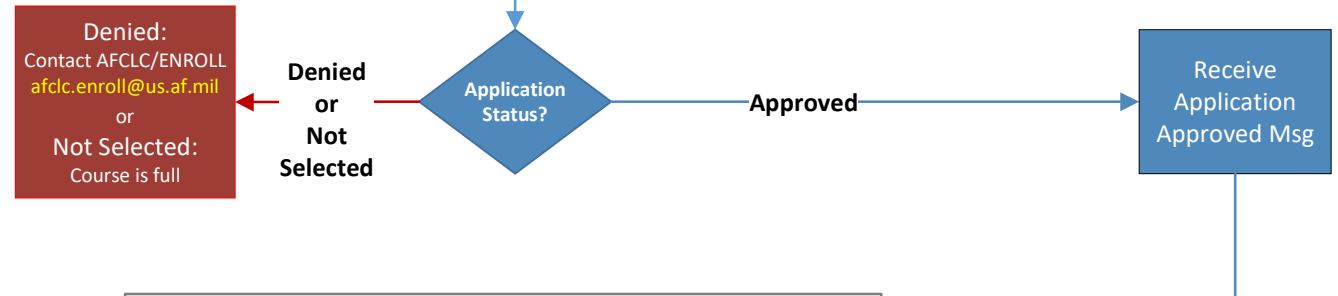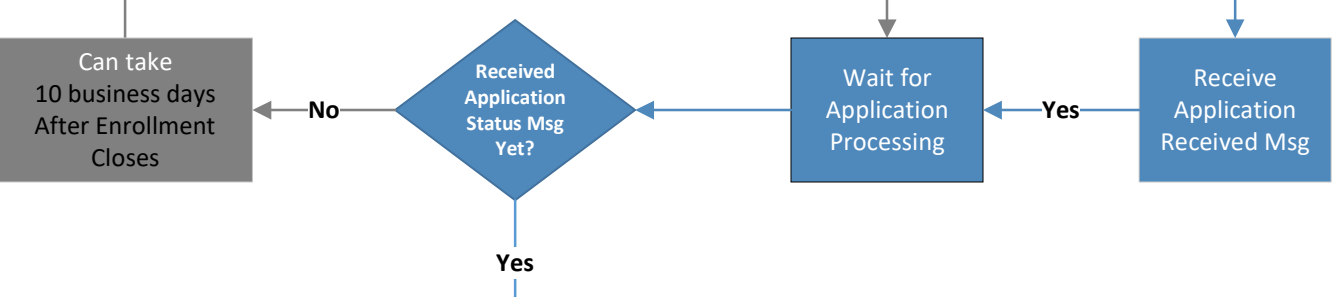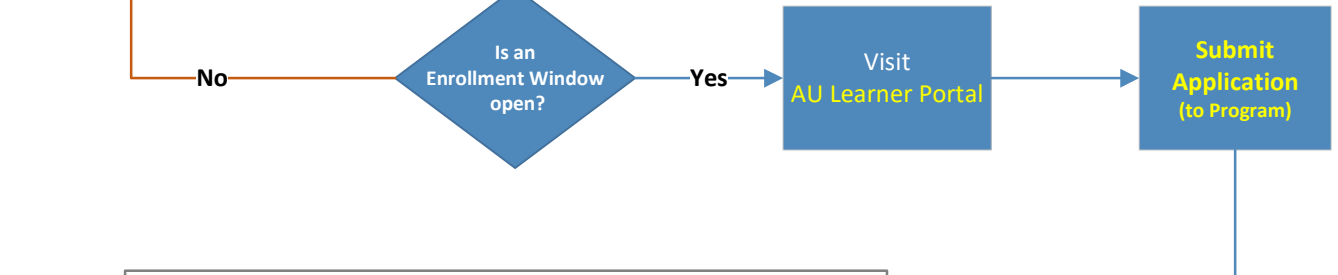
AU Service Desk < https://auservicedesk.af.edu/ > for AU Learner Portal account support

**How to sign up for AFCLC's CCAF Credit Courses**

AFCLC Courses URL: https://www.airuniversity.af.edu/AFCLC/courses

Do you have the current enrollment information?

No → **Visit AFCLC Website Then Courses menu** → **REVIEW: Academic Calendar Enrollment Directions Freq Asked Questions**

Yes ↓

AU Learner Portal URL: https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home

Is an Enrollment Window open?

No → **You cannot sign up for a course yet**

Yes → **Visit AU Learner Portal** → **Submit Application (to Program)**

Receive Application Received Msg

Yes → **Wait for Application Processing** → **Received Application Status Msg Yet?**

No → **Can take 10 business days After Enrollment Closes**

Yes ↓

Application Status?

Denied or Not Selected → **Denied: Contact AFCLC/ENROLL afclc.enroll@us.af.mil or Not Selected: Course is full**

Approved → **Receive Application Approved Msg**

↓

DISREGARD Course Booking Instructions Msg

Wait for Enrollment Processing → **Received Enrollment Status Msg Yet?**

No → **NLT Enrollment Notification Date (see Academic Calendar)**

Yes ↓

Enrollment Status?

Unsuccessful → **Request STANDBY with AFCLC/ENROLL afclc.enroll@us.af.mil or Re-apply next session**

Successful → **Course Booking Confirmation Msg** → **Course Start Date Log In** → **BEGIN COURSE**

230317_1402 Enrollment Process Flow Chart (Customer No Booking).vsdx

Air Force Culture and Language Center
Enrollment Directions

1. Navigate to the AU Learner Portal Home screen:

    https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home

2. Select the Create/Submit Application tile
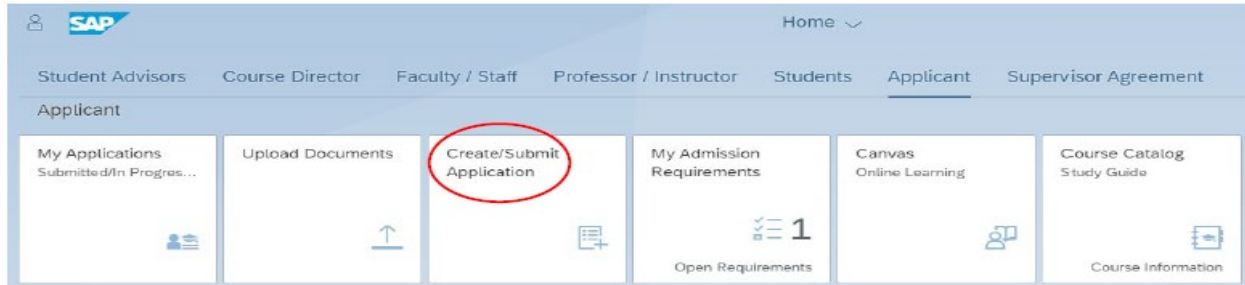
3. Fill out the required information marked with an asterisk in order. *Note: If they don't already exist, this process will create your Air University Profile and your new Enterprise Canvas Account.

School/Department:	Air Force Culture and Language Center
*Type of Student:	Military
Program Type:	Prof. Development Oppt. Prog.
Program of Study:	Introduction to Culture Program (MAFCLC002)
	Intro to Cross-Cultural Comm Program (MAFCLC003)
	Intro to Cultural Domain Program (MAFCLC004)
Academic Year:	Academic Year 24/25
Academic Session:	Fiscal Year
Full time/Part time:	Not Applicable
EDIPI DOD ID Number:	This should auto-fill via your CAC.

*Note: Typically, once you select 'Type of student' the values in the rest of the fields will auto-populate.

4. The applicant will continue the application by completing the Personal Details. This information is self-explanatory. Please fill out all questions with an asterisk (*) at minimum.

*Note: If you have an SSN it will be imported from MILPDS or DEERS.
*Note: Students without an SSN will select no to "Do you have a Social Security Number?" and will load their FIN in the box designated.
*Please use your .mil email address, if you have one
5. Once all red asterisk boxes are filled in click (Continue with application) in bottom right corner, you will see the following page

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• **Personal Information** - Should be auto filled

• **Address Information**- Should be auto filled except your phone number

• **Residence Information** - Self-explanatory (start typing in the box to auto populate)

• **Civilian Information** - Should be auto filled

*Note: This tab (if applicable) will be filled in by DEERS **after** the application is submitted. If there is erroneous information, no need to take action.

• **Military Information** - Should be auto filled

*Note: This tab (if applicable) will be filled in by MILPDS **after** the application is submitted. If there is erroneous information, this cannot be corrected thru the AU Learner Portal. Air Force Portal should be your next stop.

• **Additional Questions -** Will focus on what audience the applicant will apply under using the dropdowns under using the drop downs (Primary or secondary) status.

• **Terms & Conditions -** Student must check the "I agree" box

4. Once all information is complete the applicant can click "Submit" located in the bottom right corner of the screen.

*Note: If the application is not submitted and it is saved, it moves to the "My Applications" on the AU Learner Portal tile where the applicant can complete it at a later time. Once the applicants click on the application, they will need to click continue at the bottom right of the screen to complete, if the applicants try to start a new application for the same course the system will error with a duplicate application notification. If you cannot resolve the following error message when attempting to submit your application, please send an e-mail message to the AFCLC/ESS Org Box informing them of the problem. "Error: A Similar application already exists. Please contact us for more info."

⊗ Error

A similar application already exists. Please contact us for more info.

- A similar application already exists. Please contact us for more info.
- A similar application already exists. Please contact us for more info.

Close
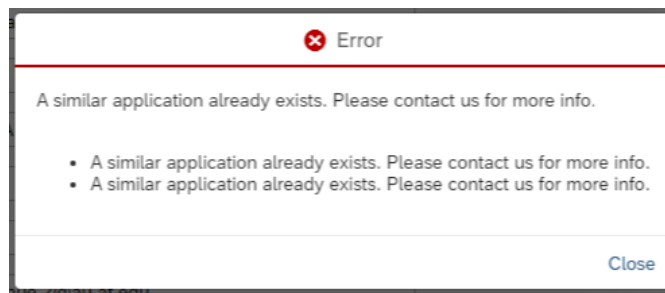
Once you have **successfully submitted** an application to the program
   a) We will review your application and notify you if you are accepted, denied, not-selected or if additional information is required to complete our review.
   b) The window for application processing is 10 business days after the close of the application window.
   c) If you receive an **application received** message, your application is being processed and you should expect an application status message to follow eventually.
   d) If you receive an **application accepted** message you have met the criteria to participate in the program and you will be **booked** in the course automatically, you may **disregard** any messages directing you to book a course.
   e) If you receive an **application denied** message your records indicate you do not meet the criteria. If you believe you do, contact AFCLC (via afclc.enroll@us.af.mil) for further information.
   f) If you receive an **application not selected** message it means the number of applications submitted was so far in excess of the available seats that yours was not processed.

Note: We accept applications until the Application Window has closed. However, once the course has filled up, we will stop 'processing' applications and if the volume of applications grows too large, we may close the Application Window early.

What happens now that your application has now been accepted into the program?

Applicants will be prioritized according to registration submission date/time. Those who submitted earlier will have priority over those who submitted later. Registrants will be enrolled in this order up to the number of seats available in the course.

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Please note: To maximize opportunities for all Airmen, those who are already enrolled in another AFCLC course, which runs simultaneously, will be given a lower priority than those who are not enrolled in any other AFCLC course.

We will send you a notification e-mail no later than the Enrollment Notification date (see Academic Calendar) announcing whether or not your enrollment request was successful. If you were successful, it will contain details on when you can login, where to login, and your username and your password.

If you receive an unsuccessful notification e-mail, it means there were not enough seats to allow your enrollment.

IMPORTANT: "Enrollment Confirmation" (NO SHOW) Procedures

If you are successfully enrolled in a course you MUST login to the Canvas LMS, access the course and complete ALL the pre-course events by the Enrollment Confirmation Date, which is the 7th day after the Class Beginning date. If you have not completed these items by the end of the first week, you will be considered an enrollment NO SHOW.

Note: Don't worry! You don't need any advanced preparation for the pre-course events. As orientation and program evaluation tools they are a requirement to participate, but they are not part of your grade.

AFCLC Academic Calendar Date Definitions*

Event	Description
Enrollment Window Opens	First Day to Submit Your Application
Enrollment Window Closes	Last Day to Submit Your Application
Enrollment Notification	Date Enrollment Notifications Will Be Sent Out
Class Begins	First Day you can Access the Course
Class Ends	Last Day to Submit All Course Work or be Incomplete
Academic Session Ends	Last Day of the Academic Session

*See the separate AFCLC Academic Calendar downloadable file at https://www.airuniversity.af.edu/AFCLC/, then "Courses" menu, then "3C Courses (CCAF Credit)" item, then "View Course Details" link for the specific dates for each class/session.