

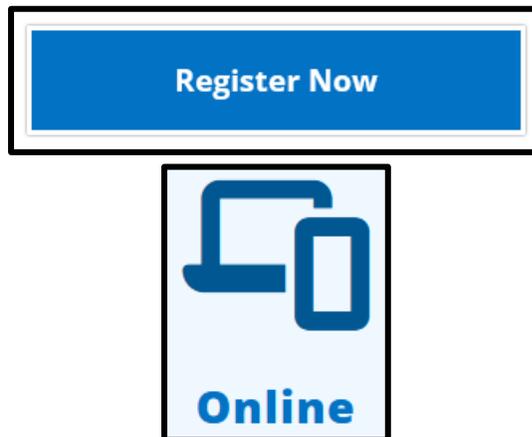
How to Register for an ESL Class

You need your course code to register for the class.

1. Find the course code for the correct ESL class. You can find the course codes on the ESL section of our website, <https://www.bucks.edu/enrichment/eslcourses/>. You can also ask your ESL instructor for the course code. The course code begins with the letters LESLA. For example, LESLA-0011-C01

| | | |
|--------------------------|---|--------------------|
| LESLA 0011 C01 | | |
| WHERE & WHEN: | | |
| Newtown Campus | C01/ Mon + Wed, 9/7 - 12/7 (No class 11/23) | 10am - 12pm |

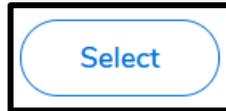
2. Click the **Register Now** button on the right side of the page, then click **Online**.



3. Enter the Course Code Number found in Step 1 and click **Search**.

| |
|--------------------|
| Course Code Number |
| LESLA 0011 |
| Search |

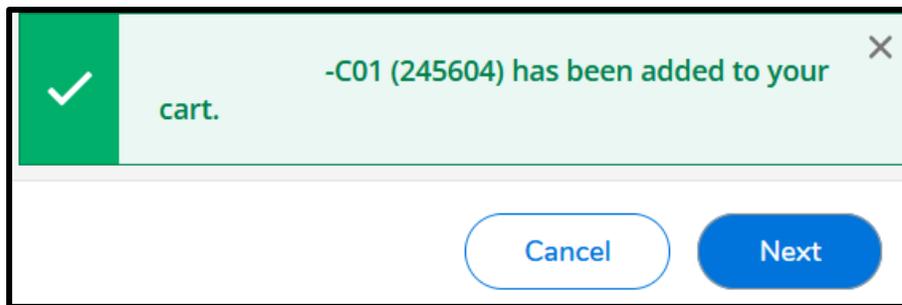
4. A listing of the available courses will appear. Confirm the course title, meeting times and dates, then click **Select**.



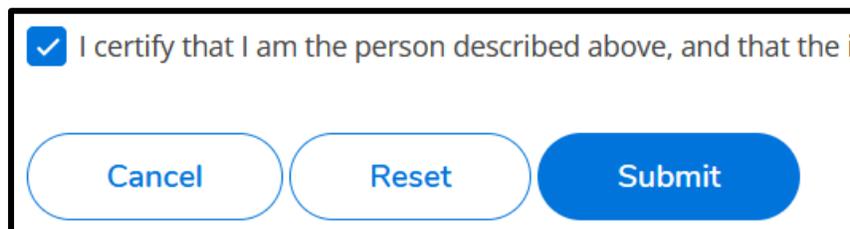
5. Another window will appear with more details. Click **Add Section**.



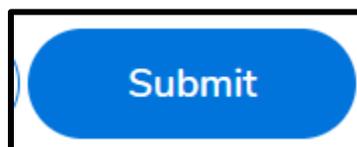
6. A confirmation will appear in the top right corner of the screen to show the course was added to your cart. Click **Next** to continue.



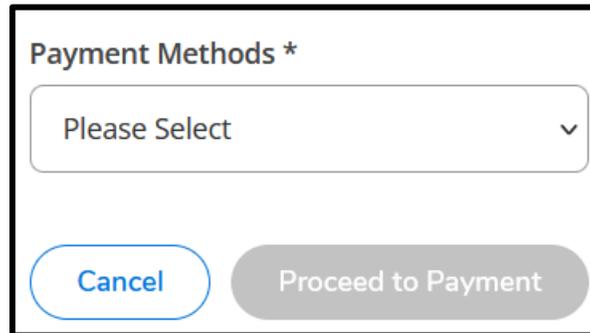
7. You will then be asked to provide your personal information. All required fields are marked with an *. Complete the required fields and check the box at the bottom to certify the information is correct. Click **Submit** to continue.



8. You will be asked to provide more details but it isn't required. Click **Submit** to continue.

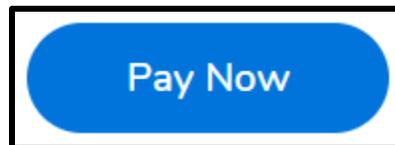


9. Choose your payment method and click **Proceed to Payment**.

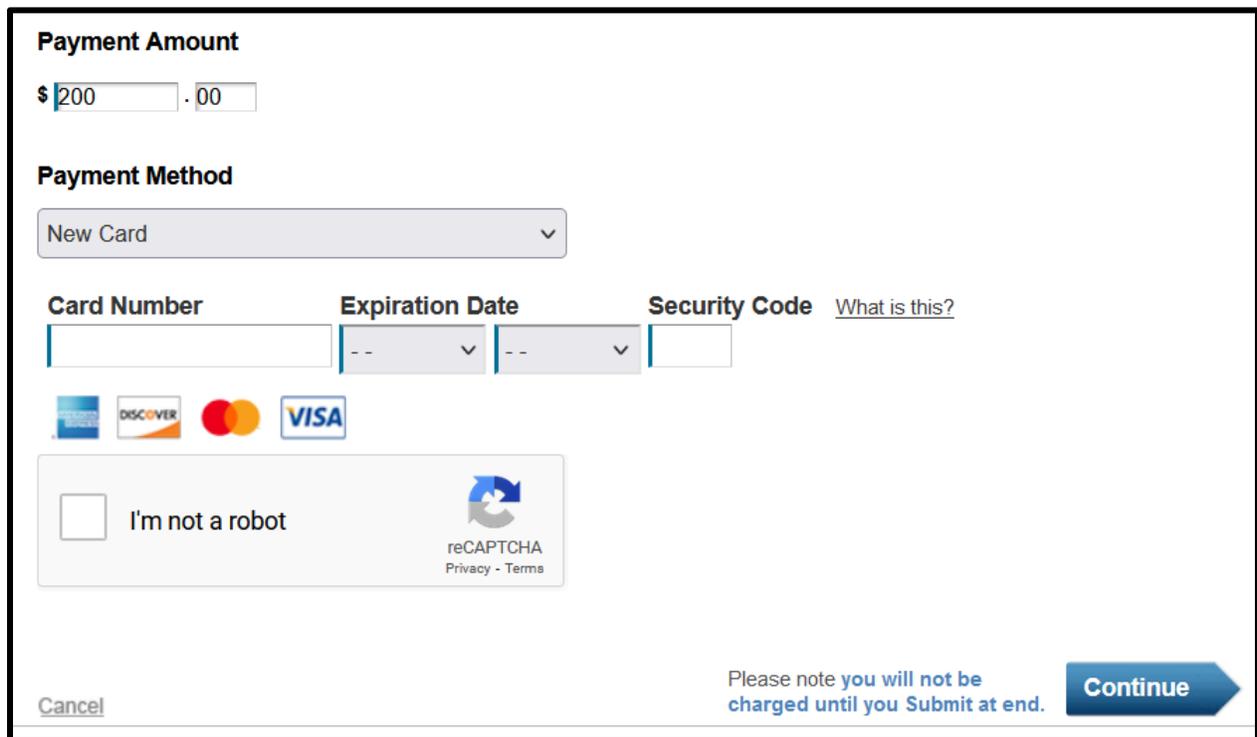


The screenshot shows a form titled "Payment Methods *". At the top is a dropdown menu with the text "Please Select" and a downward arrow. Below the dropdown are two buttons: a blue "Cancel" button and a grey "Proceed to Payment" button.

10. An additional screen with payment information will appear. Click **Pay Now**.



11. Enter the payment details and click **Continue**.



The screenshot shows a payment form with the following sections:

- Payment Amount:** A field showing "\$ 200 . 00".
- Payment Method:** A dropdown menu with "New Card" selected.
- Card Number:** A text input field.
- Expiration Date:** Two dropdown menus for month and year, each showing "--".
- Security Code:** A text input field with a link "[What is this?](#)".
- Payment Icons:** Logos for American Express, Discover, Mastercard, and Visa.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" and the reCAPTCHA logo with links for "Privacy" and "Terms".
- Buttons:** A blue "Continue" button with a right-pointing arrow, and a "Cancel" link.
- Disclaimer:** Text at the bottom right: "Please note you will not be charged until you Submit at end."

12. Follow the next steps to finalize your registration. We will send you a confirmation email in the next week. Your confirmation email will include your course information and your student number.