

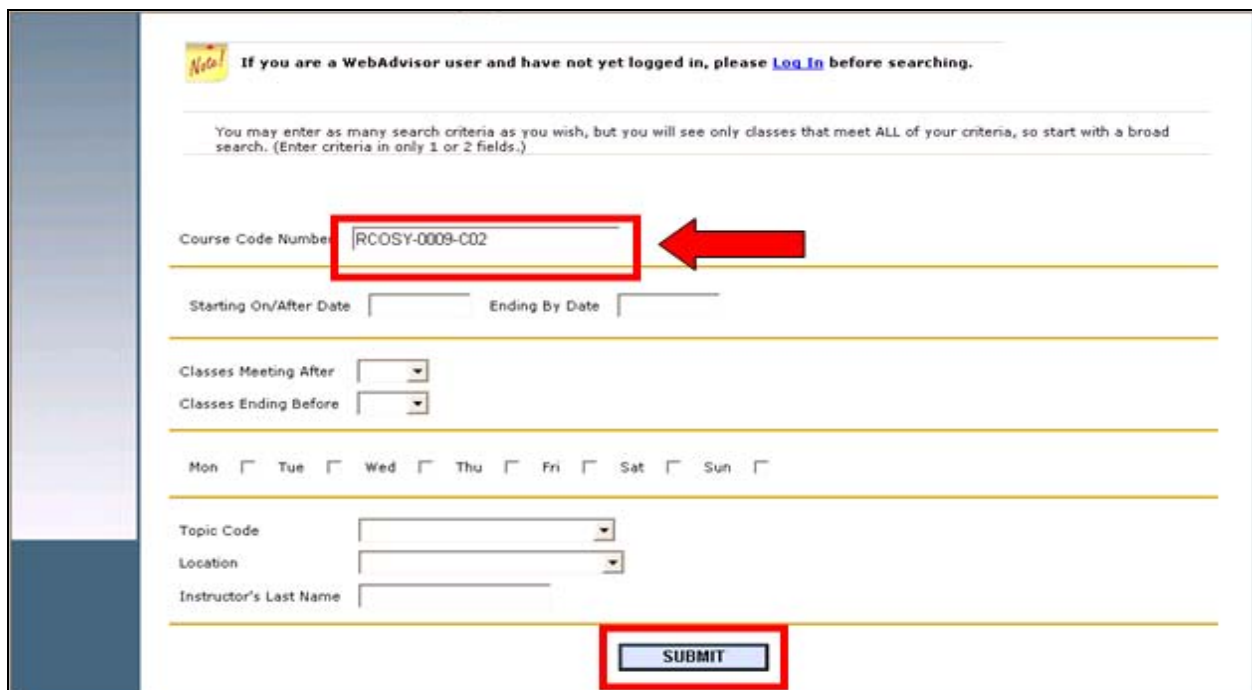
Registering for Continuing Education Courses Online Using Web Advisor

NOTE: If you have registered previously for a Continuing Education course online, please log in first with your user ID and password. Click the Log in button at the top of the Web Advisor Main Menu screen. If you need assistance, please contact the Help Desk at 215-968-8191. If you are logged in, you will not receive the Personal Information screen (steps 9 – 11).

1. Click the **Search and Register for Con Ed Classes** link.



2. To the right of the **Course Code Number** text box enter the course prefix, course number and section number. You must enter dashes between the prefix, course number and section number (Example: **RCOSY-0009-C02**)
3. When finished, click on the **Submit** button.



- If you do not know the **Course Code Number**, you can choose a **Topic Code** to search for courses by topic. **Example:** Click the down arrow next to the **Topic Code** text box and click on **Computers** to search all computer courses.
- When finished entering your search criteria, click on the **Submit** button.

CON ED & CAMPS Welcome Record! (Logged In)

Search and Register for Con Ed Classes

Note: Credit card information is required for Continuing Education or non-degree classes via the web. Please have your credit card information at hand. If you prefer to use the mail or in-person registration process. If you experience any problems registering via the web, please contact our help desk with your registration.

Note: If you are a Web user, you must be logged in, please [Log In](#) before searching.

You may enter as many criteria as you want. You will see only classes that meet ALL of your criteria, so start with a broad search. (Enter criteria in only 1 or 2 fields.)

Course Code Number: _____

Starting On/After Date: _____

Classes Ending Before: _____

Mon Tue Sat Sun

Topic Code: **Computers**

Location: _____

Instructor's Last Name: _____

SUBMIT

- The **Select Classes** screen will open.
- Click the **check box** next to the course that you want.
- When finished, click on the **Submit** button.

CON ED & CAMPS Welcome Record! (Logged In)

Select Classes

Note: Note that this does not reflect our complete course catalog. Only classes available for enrollment by *non-degree students* appear here. To see classes available to degree-seeking students, use "Search for Sections" on the Students menu.

You are not enrolled in any selected classes until you are shown a Class/Payment Confirmation form listing the classes in which you successfully enrolled.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input checked="" type="checkbox"/>	WCOAP-0040-C70 (51591) Word 2007 Overview	12/06/2008-12/20/2008 Lecture Saturday 09:00AM - 01:00PM, Upper Bucks Campus, Room 106	Upper County Campus	12/06/08	12/20/08	A. Hiltgen	<input type="text"/>	1.20	14 / 14
<input type="checkbox"/>	WCOAP-1605-C01 (51571) Quickbooks: Tips & Tricks	12/06/2008-12/06/2008 Lecture Saturday 01:00PM - 05:00PM, Penn Hall, Room 324	Newtown Campus	12/06/08	12/06/08	Bowe V	<input type="text"/>	0.40	14 / 6
<input type="checkbox"/>	WCOAP-6010-C01 (51407) Adobe Illustrator Cs3 Overview	11/22/2008-12/20/2008 Lecture Saturday 01:00PM - 04:00PM, Gateway Center, Room 119	Newtown Campus	11/22/08	12/20/08	B. Batres	<input type="text"/>	1.20	14 / 6
<input type="checkbox"/>	WCOAP-6512-C50 (51599) Dreamweaver Advanced	11/22/2008-12/20/2008 Lecture Saturday 09:00AM - 12:00PM, Lower Bucks County Campus, Room 148	Lower Bucks Campus	11/22/08	12/20/08	McLaughlin M	<input type="text"/>	1.20	14 / 13

SUBMIT

The **Personal Identification Screen** will open. Those fields with asterisks (*) are **required** fields.

9. Enter all required information including your birth date. Note: the Social Security Number is **NOT** required.
10. Click the check box to the left of the certification statement at the bottom of the window.
11. When finished, click on the **Submit** button.

* = Required

Prefix [dropdown]
First Name* [Record] Middle Name [] Last Name* [Demo]
Suffix [dropdown]
SSN []
E-mail Address []
Mailing Address Line 1* [275 Swamp Road]
Mailing Address Line 2 []
City* [Newtown] State* [Pennsylvania] Zip Code* [18940]
County [dropdown]
Country (only if foreign) [dropdown]

Phone Number*	Extension	Type
[215-968-8000]	[]	[BUS Business]
[]	[]	[]
[]	[]	[]

Birth Date* [100890]
Gender []
Ethnic Group [dropdown]
Citizenship Country* [United States]

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

[SUBMIT]

The **Additional Registration Info** screen will open. This information is optional.

12. Click on the **Submit** button.

Additional Registration Info

All entries on this form are optional.

Educational Goal [dropdown]

Course Name and Title [RCOSY-0009-C02 (51486) Introduction to Personal Comp.] Reason For Taking [dropdown] How You Learned of This Class [dropdown]

[SUBMIT]

You will be taken to the **Pay for Classes** screen. You must pay for your class(s) or your registration will not be processed.

13. Verify that the course information is correct.
14. Go to the **Choose One of the Following** text box and click the drop down arrow. Click on **Register now (check out)**.

Pay for Classes

NOTE: Your credit card will be charged if you select "Register now (check out)."
 Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
149.00	RCOSY-0009-C02 (51486) Introduction to Personal Comp.	12/03/2008-12/17/2008 Lecture Wednesday 06:30PM - 09:30PM, Gateway Center, Room 203	12/03/08	12/17/08	J. Perignat		0.90	Newtown Campus	<input type="checkbox"/>

Total Amount Due 149.00

Choose one of the following: *

Select a payment method to complete registration (check out)

Register now (check out)

Search for more classes

Recalculate total amount

Payment Type ▼

SUBMIT

15. Go to **Payment Type** and choose the credit card type.
16. When finished, click on the **Submit** button.

Pay for Classes

NOTE: Your credit card will be charged if you select "Register now (check out)."
 Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
149.00	RCOSY-0009-C02 (51486) Introduction to Personal Comp.	12/03/2008-12/17/2008 Lecture Wednesday 06:30PM - 09:30PM, Gateway Center, Room 203	12/03/08	12/17/08	J. Perignat		0.90	Newtown Campus	<input type="checkbox"/>

Total Amount Due 149.00

Choose one of the following: *

Select a payment method to complete registration (check out)

Payment Type ▼

Mastercard

Visa

Discover

American Express

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17. Enter your credit card information including the **Card Security Code**. **ALL FIELDS ARE REQUIRED. Do not enter any dashes, slashes or spaces in the credit card number.** If you do not know what or where the security code is, click on the **How do I find the security code?** link at the top left of the page.
18. Go to **E-mail address** and enter your **current email address**. This field is required as your registration confirmation and Web Advisor account information will be sent to this email address.
19. Click on the **Submit** button to complete your registration and charge the credit card. **DO NOT CLICK REFRESH.** You will receive an email confirmation and other information including parking pass and campus map via postal mail within approximately one week.

Electronic Card Entry

[How do I find the security code?](#)

* = Required

Payment Amount	149.00
Convenience Fee	0.00
Total Payment Amount	149.00

Credit Card Number*

Expiration Date* Expiration Year*

Card Security Code*

Name on Card*

Billing Address*

City* State/Province* Postal Code*

E-mail Address*

SUBMIT