Accessing Register and pay for Continuing Education classes

The Bucks County Community College MyBucks is a way in which students can access their WebAdvisor account. In the center of MyBucks, is the WebAdvisor tab that is specific to the individual where he/she can find personal information pertinent to their job and/or education at Bucks.

1. Under the WebAdvisor heading in the middle of MyBucks, click the Camps and Continuing Ed option. Click on Register and pay... to expand the category. Click Search and Register...

2. The Search and Register for Con Ed Classes option appears below as a tab. Notice the WebAdvisor menu now appears on the left side of the page. To the right of the Course Code Number text box enter the course prefix, course number and/or section number. (In this example: RCOAP-1075). When finished, click the SUBMIT button at the bottom.
3. If the **Course Code Number** is not known, choose a **Topic Code** to search for courses by topic. In this example, click the down arrow next to the **Topic Code** text box and click on **Computers** to search all computer courses. When finished entering the search criteria, click on the **SUBMIT** button.

4. The **Select Classes** option appears below as a tab. Click the **check box** next to the desired course and click on the **SUBMIT** button.
5. The **Additional Registration Info** option appears below as a tab. This information is optional. Click **SUBMIT** to continue the registration process.

6. The **Pay for Classes** option appears below as a tab. Verify that the course information is correct. Go to the **Choose One of the Following** and click the drop down arrow. Click on **Register now (check out)**. Go to **Payment Type** and choose the credit card type. When finished, click on the **SUBMIT** button.
7. The **Electronic Card Entry** option appears below as a tab. 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.

8. 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. 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 a parking pass and a campus map via postal mail within approximately one week.