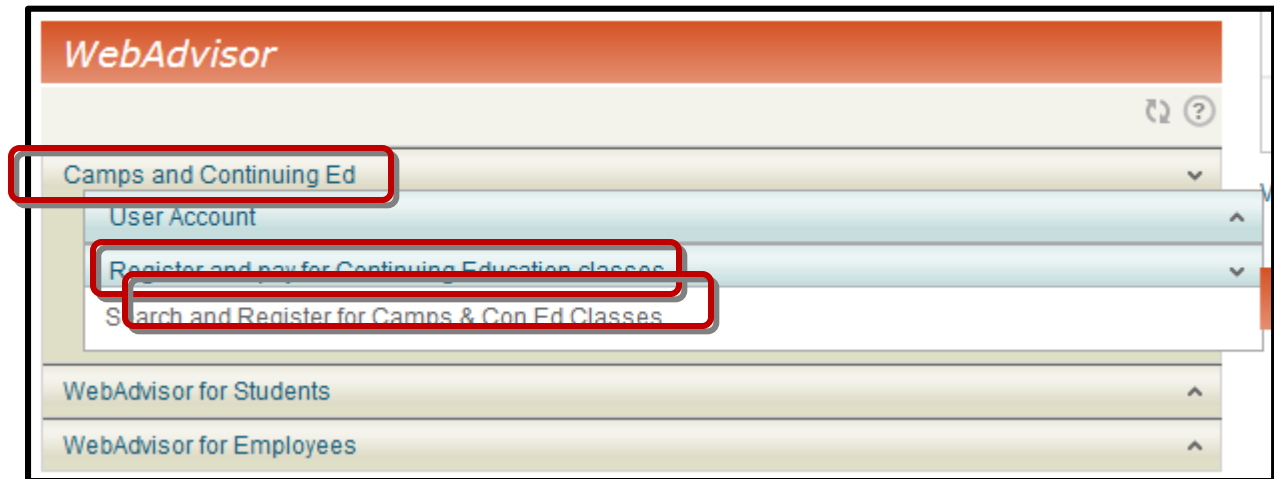


## Accessing Register and pay for Continuing Education classes

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.

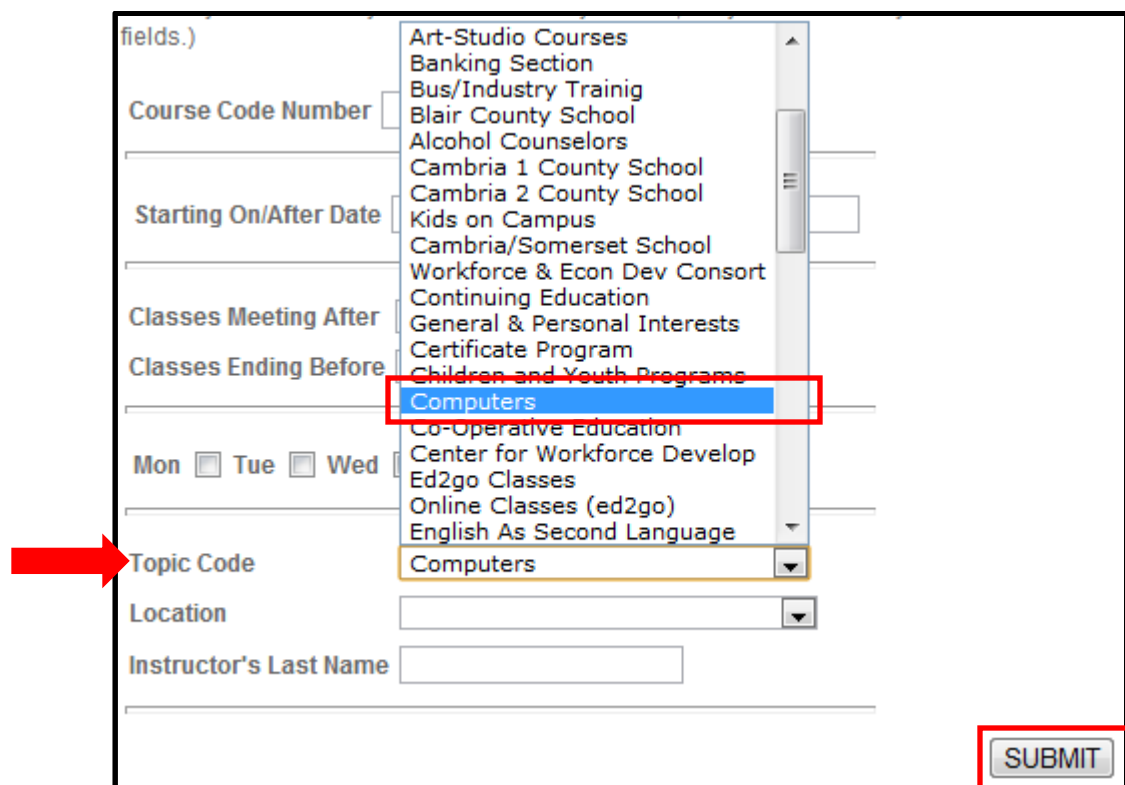
1. Under the WebAdvisor heading in the middle of MyBucks, click the **Camps and Continuing Ed** option. Click on **Register and pay...** to expand the category. Click **Search and Register...**



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.

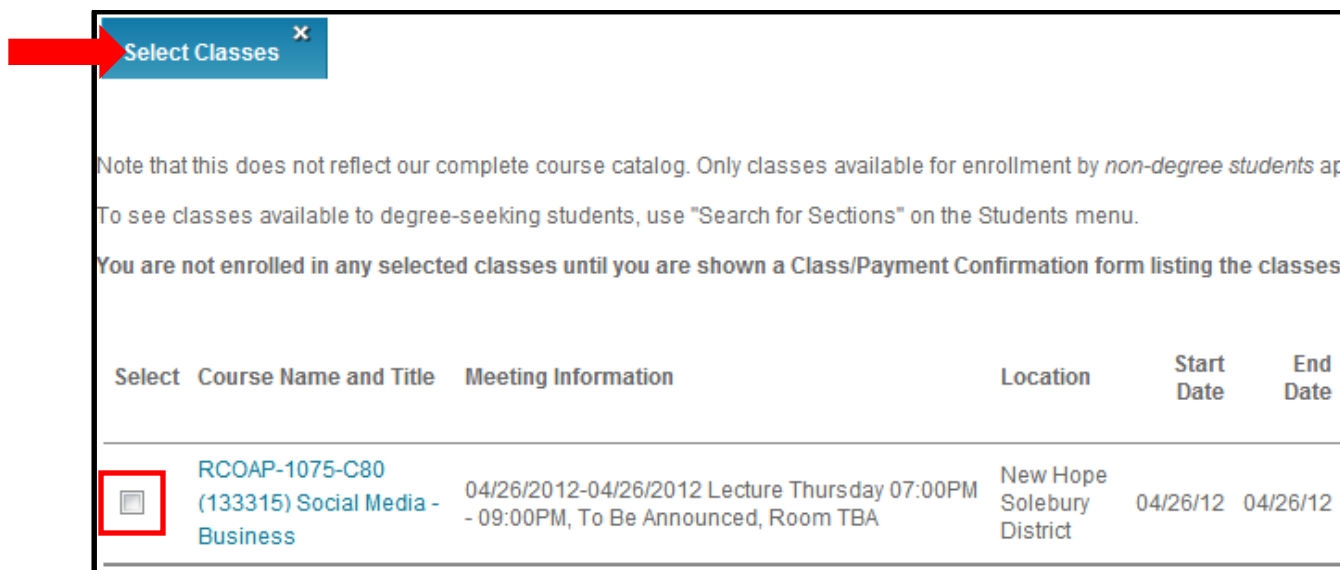
A screenshot of the "Search and Register for Con Ed Classes" page. On the left is a vertical menu with various options: "User Account", "Register and pay for Continuing Education classes", "Student Financial Information", "Financial Aid", "Student Communication", "Credit Registration", "Academic Planning", "Academic Profile", "Employee Profile", and "Employee Communication". The "Register and pay for Continuing Education classes" option is highlighted. The main content area has a blue header with the text "Search and Register for Con Ed Classes" and a close button. Below the header is a note: "Note: Credit card payment is required when registering for Continuing Education or non-deg. If you prefer to use check or cash, you may use our mail or in-person registration process. If you are a WebAdvisor user and have not yet logged in, please Log In before searching. You may enter as many search criteria as you wish, but you will see only classes that meet A fields.)". Below the note is a search form. The "Course Code Number" text box is highlighted with a red rectangle. Below it are two date fields: "Starting On/After Date" and "Ending By Date". Below these are two dropdown menus: "Classes Meeting After" and "Classes Ending Before". At the bottom are checkboxes for the days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun.

- 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.



The screenshot shows a search form with several input fields: Course Code Number, Starting On/After Date, Classes Meeting After, Classes Ending Before, Mon, Tue, Wed checkboxes, Topic Code, Location, and Instructor's Last Name. A red arrow points to the Topic Code dropdown menu, which is open and shows a list of topics. The 'Computers' option is highlighted with a blue background and a red rectangular box. At the bottom right of the form, the 'SUBMIT' button is also highlighted with a red rectangular box.

- The **Select Classes** option appears below as a tab. Click the **check box** next to the desired course and click on the **SUBMIT** button.



The screenshot shows the 'Select Classes' tab with a table of courses. A red arrow points to the 'Select Classes' tab header. The table has columns for Select, Course Name and Title, Meeting Information, Location, Start Date, and End Date. The first row of data is highlighted with a red rectangular box around the 'Select' checkbox.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date
<input type="checkbox"/>	RCOAP-1075-C80 (133315) Social Media - Business	04/26/2012-04/26/2012 Lecture Thursday 07:00PM - 09:00PM, To Be Announced, Room TBA	New Hope Solebury District	04/26/12	04/26/12

5. The **Additional Registration Info** option appears below as a tab. This information is optional. Click **SUBMIT** to continue the registration process.



Additional Registration Info x

All entries on this form are optional.

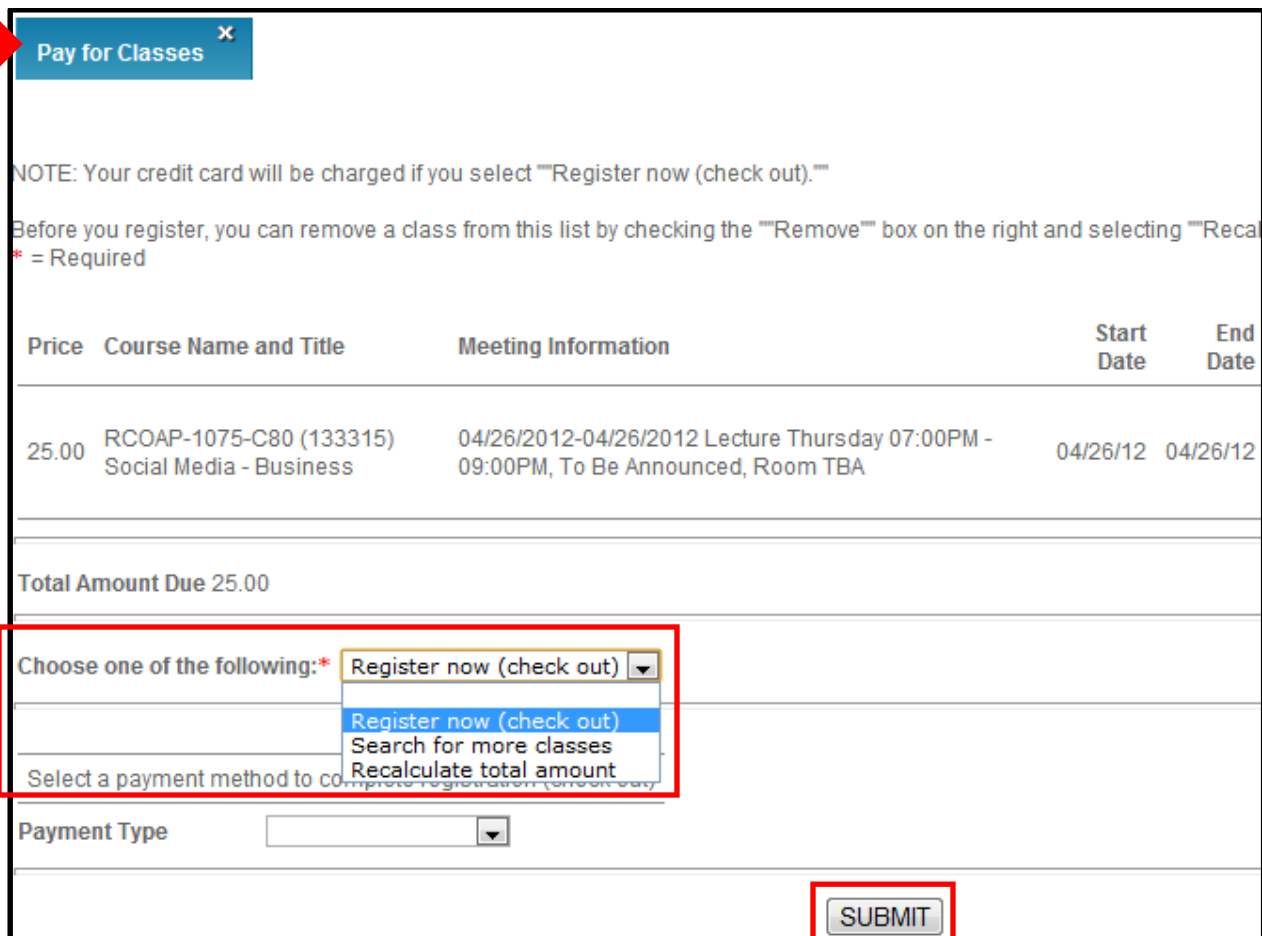
Educational Goal

Course Name and Title Reason For Taking How You Learned of This Class

RCOAP-1075-C80 (133315) Social Media - Business

SUBMIT

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.



Pay for Classes x

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 "Recal

\* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date
25.00	RCOAP-1075-C80 (133315) Social Media - Business	04/26/2012-04/26/2012 Lecture Thursday 07:00PM - 09:00PM, To Be Announced, Room TBA	04/26/12	04/26/12

Total Amount Due 25.00

Choose one of the following:\*

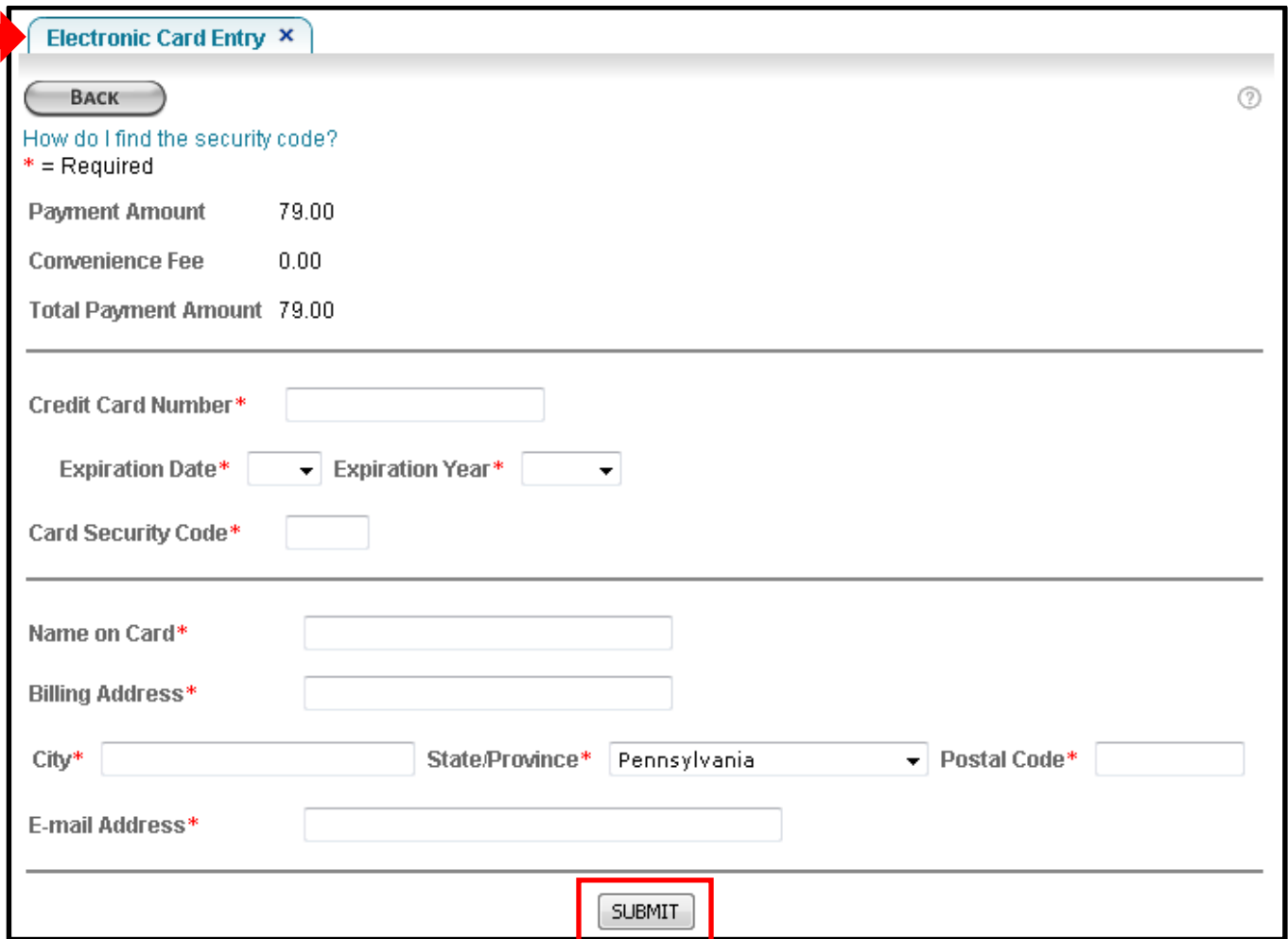
- Register now (check out)
- Register now (check out)
- Search for more classes
- Recalculate total amount

Select a payment method to complete registration (optional)

Payment Type

SUBMIT

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.



The screenshot shows a web form titled "Electronic Card Entry" with a red arrow pointing to the tab. The form includes a "BACK" button, a link "How do I find the security code?", and a note "\* = Required". It displays payment details: Payment Amount 79.00, Convenience Fee 0.00, and Total Payment Amount 79.00. The form fields are: Credit Card Number\*, Expiration Date\* (dropdown), Expiration Year\* (dropdown), Card Security Code\*, Name on Card\*, Billing Address\*, City\* (dropdown), State/Province\* (dropdown, currently showing Pennsylvania), Postal Code\*, and E-mail Address\*. A red box highlights the "SUBMIT" button at the bottom.

**Electronic Card Entry** ✕

**BACK** ⓘ

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

\* = Required

Payment Amount 79.00

Convenience Fee 0.00

Total Payment Amount 79.00

---

Credit Card Number\*

Expiration Date\*  Expiration Year\*

Card Security Code\*

---

Name on Card\*

Billing Address\*

City\*  State/Province\*  Postal Code\*

E-mail Address\*

**SUBMIT**