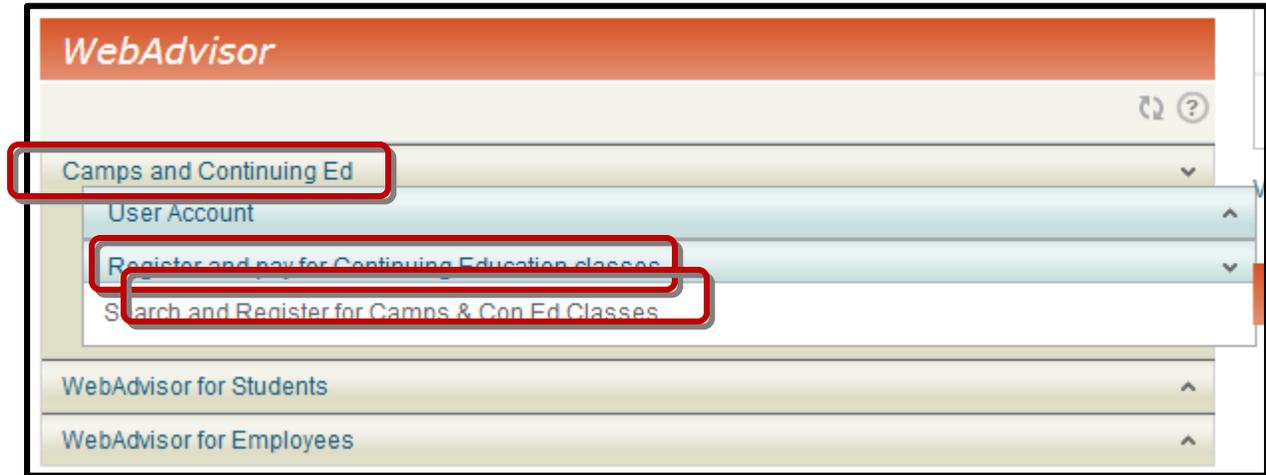


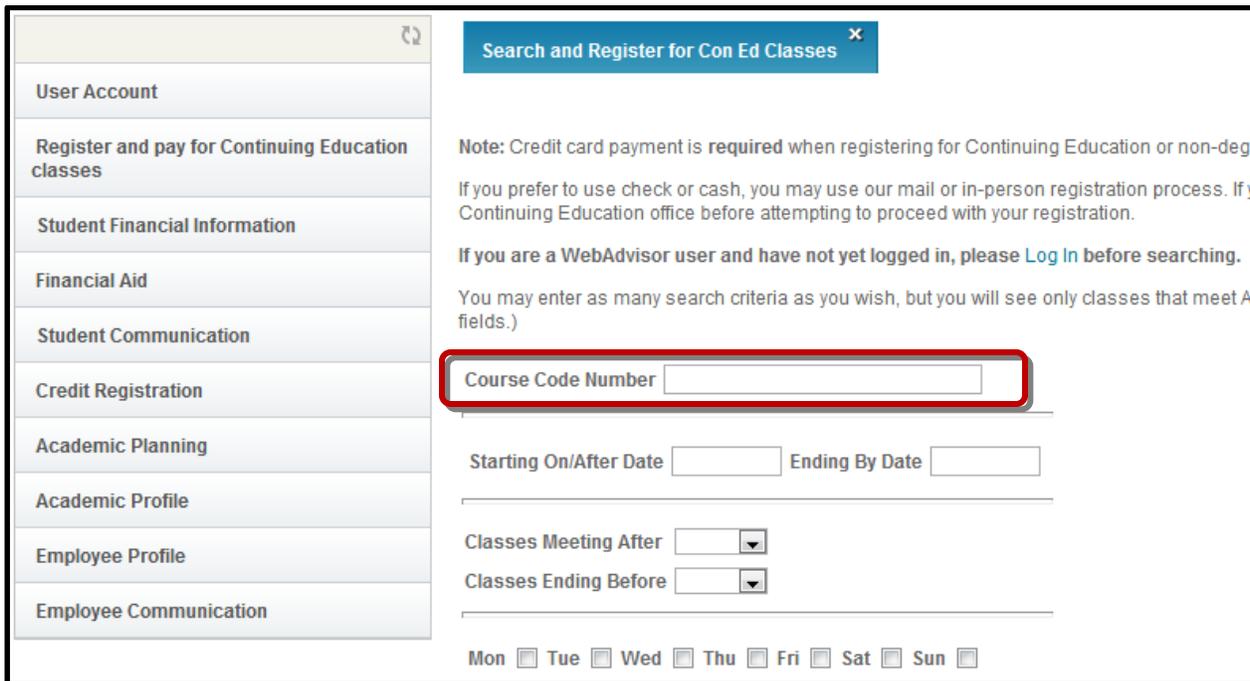
## Accessing Register and pay for Continuing Education classes

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 side, there 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 main content area has a blue header with the text 'Search and Register for Con Ed Classes' and a close button. Below the header, there is a note: 'Note: Credit card payment is required when registering for Continuing Education or non-degree. 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.)'. The 'Course Code Number' field is highlighted with a red box. Below it are fields for 'Starting On/After Date' and 'Ending By Date'. There are also dropdown menus for 'Classes Meeting After' and 'Classes Ending Before'. At the bottom, there 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.

fields.)

Course Code Number

Starting On/After Date

Classes Meeting After

Classes Ending Before

Mon  Tue  Wed

Topic Code

Location

Instructor's Last Name

**SUBMIT**

Art-Studio Courses  
Banking Section  
Bus/Industry Training  
Blair County School  
Alcohol Counselors  
Cambria 1 County School  
Cambria 2 County School  
Kids on Campus  
Cambria/Somerset School  
Workforce & Econ Dev Consort  
Continuing Education  
General & Personal Interests  
Certificate Program  
Children and Youth Programs  
**Computers**  
Co-Operative Education  
Center for Workforce Develop  
Ed2go Classes  
Online Classes (ed2go)  
English As Second Language

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

Select Classes

Note that this does not reflect our complete course catalog. Only classes available for enrollment by *non-degree students* are shown. 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

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

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

Additional Registration Info ×

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	<input type="text"/>	<input type="text"/>

**SUBMIT**

- 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 ×

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)
- Search for more classes
- Recalculate total amount

Select a payment method to co

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.

**Electronic Card Entry** ×

**BACK** ⓘ

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

\* = Required

Payment Amount	79.00
Convenience Fee	0.00
<b>Total Payment Amount</b>	<b>79.00</b>

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Credit Card Number\*

Expiration Date\*  Expiration Year\*

Card Security Code\*

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Name on Card\*

Billing Address\*

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

E-mail Address\*

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**SUBMIT**