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.
4. 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.

5. When finished entering your search criteria, click on the Submit button.

6. The Select Classes screen will open.

7. Click the check box next to the course that you want.

8. When finished, click on the Submit button.
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.

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

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

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