

HOW TO REGISTER ONLINE

Online registration is the fastest, easiest way to register yourself for all the classes you wish to take each term. Simply follow these steps:

1. Go to the SBCC Continuing Ed website www.sbccc.edu/ce and click “Register For and View Continuing Ed classes” to access the online registration section of our site.

2. Click “sign in” in the menu bar on the left side of the screen.

3. If you haven’t created your user profile yet, you will need to do that now. [Click the “create new student profile” button and then enter the information requested. Be sure to write down the user name and password you create so that you can sign in quickly and easily in the future.]

~ OR ~

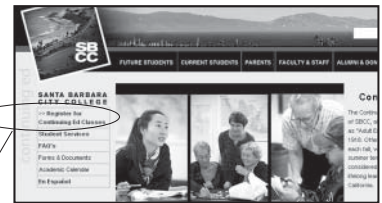
If you have already created a user profile, simply type in your user name and password.

4. Once you’ve signed in, click on “courses” to browse all classes, or click “search” for the specific classes you wish to register for, and add them to your “shopping cart.” Using only one search field generally yields the best results.

5. When you’ve finished selecting classes, click the “checkout” button in the Shopping Cart box near the upper right corner of the screen.

6. Review the classes in your Shopping Cart. Verify your student details, class details, and amount figures. The course number and section number are listed in place of the class name, but you can click on that number to make sure the number corresponds to the correct class name. Don’t forget to click the box to indicate you Agree to the Refund Policy.

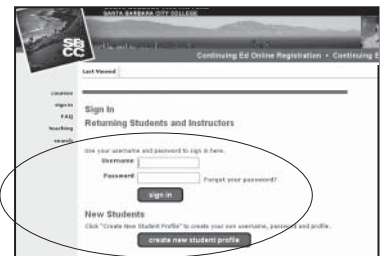
7. Click “Checkout” at the bottom of the screen. If there are fees associated with your class, you will be taken to a secure screen where you will enter your credit card information. Otherwise, you will be taken straight to the screen where you can print out your transaction receipt and confirmation.



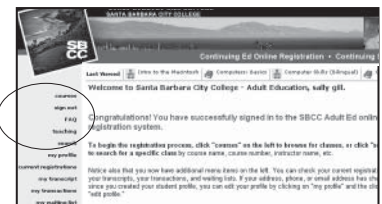
1. Continuing Ed website home page



2. Online registration welcome page



3. Sign in page



4. Click “courses” or “search” to begin selecting classes for registration.



5. Click “checkout” button to begin the checkout process



6-7. Review your shopping cart and complete the checkout process.

HOW TO REGISTER ONLINE (continued)

Helpful hints & tips for online registration

YOUR STUDENT PROFILE

Creating a student profile is a one-time-only process. If you have already created your student profile, **double check your user name and password before registration starts.**

If you haven't already created your student profile, you'll want to create one soon, ideally before registration starts. Be sure to make a note of the user name and password you create, so you will be able to sign in quickly in the future.

BROWSING CLASS OFFERINGS ONLINE

To browse all course offerings, click "courses" in the menu bar on the left side of the screen to display a grid listing the seven main subject area categories, and the subcategories under each one. Click on a subcategory to display the list of classes offered this term. Click on the course name to display the course description. Subcategories are listed in alphabetical order; classes are listed under each subcategory by course title.



courses screen

USING THE SEARCH FUNCTION TO FIND SPECIFIC CLASSES

Click "search" in the menu bar on the left side of screen to search for classes by course name or number, instructor, city, specific location, or class start and end times. Using only one search field generally yields the best results.



search screen

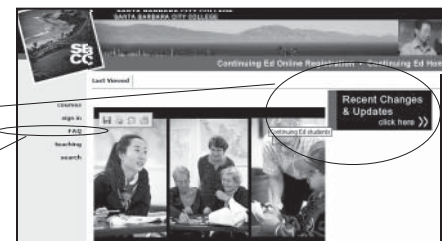
Looking for a specific type of class? Using the search function, simply enter a "keyword" (such as clay [for ceramics], yoga, painting, or jewelry, etc.) in the box marked for that purpose.

LOCATION INFORMATION AND INSTRUCTOR BIOGRAPHIES

You'll notice that on the screens listing individual class information, instructor names and locations display in red. Clicking on the instructor name will open a small window with that instructor's professional biographical information. Clicking on the location will open a small window with directions to that location.

CHECKING FOR RECENT CHANGES & UPDATES

The schedule is subject to change; new classes are added, or a room or location is changed, etc. Stay informed by clicking "Recent Changes & Updates" on a regular basis.



HAVE QUESTIONS OR NEED HELP?

Click "FAQ" for answers to frequently asked questions.