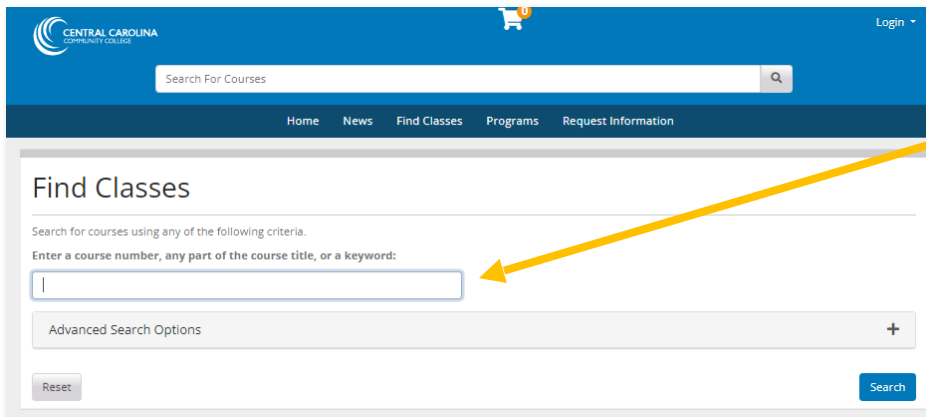


Instructions for CE Online Registration (wce.cccc.edu)

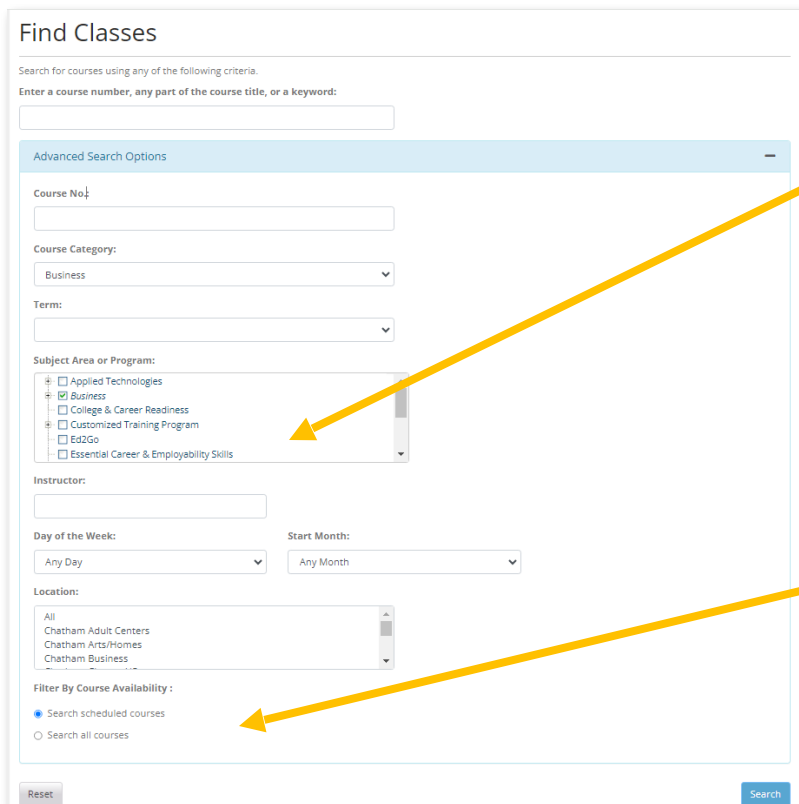
Step 1: Find your class. Navigate to Find Classes and search by keyword or advanced criteria.

Enter keyword and search.



Enter keyword, course number or class title here.

If you would like to perform an advanced search, select the plus sign to open the advanced search window.



Search Tip #1: Select the Subject Area or Program that you are interested in to search by category.

Search Tip #2: Select the Search scheduled courses option to filter results to show only courses that are available for enrollment or opening soon.

Step 2: Review course and section information and make your selection by clicking the Add to Cart button.

Course information appears to the left and section offerings appear to the right.

Review all course and section details. Note any special registration requirements or prerequisites before making your selection.

View Section Details: Click the plus sign to open the section details.

Add to Cart: Select Add to Cart to make selection.

Step 3: Review your cart and checkout.

Checkout: Select Checkout to proceed.

Step 4: Login using one of the two options provided at the login screen, or if you are new to CCCC, enter your email and select Create Account.

- 1) **Option 1** is for current staff or students who have an existing CCCC Username and password.
- 2) **Option 2** is for guest access. If you are a returning CCCC student or prior employee and given a guest username and password, you may log in using the guest method. To request guest access, call 919-718-7478 or email cesupport@cccc.edu.
- 3) **Option 3** is for brand new students who have never taken a class before at CCCC. Enter your email and select Create Account before completing your registration.

Step 5:

New Student Profile: If you are a new student, you must enter all required information for creating a new student profile before completing your registration.

Check your email for an account confirmation and to set your password.

answer questions and review policies.

Payment

Confirmation


You have 30 minutes to complete the transaction. Your reservations will expire in **29:25**.

Profile Summary

Name:	Manny Student
Preferred Address:	Home: 1 Market Street , Sanford, North Carolina , 27330, United States of America (the)
Preferred Phone Number:	Home: 1 (919) 7188889
Preferred Email:	noemail_mannystudent@cccc.edu
Employer:	

[View My Profile or Make Changes](#)

Cart

Item	Selected Options	Quantity	Subtotal
 Course Nurse Aide I Test NUR-3240N1 - T006	Fee: Reg Fee 51+ Hours \$180.00 Other Fees: Insurance Fee \$0.60	1	\$180.60
Subtotal			\$180.60
Total			\$180.60


Profile Summary: If you require changes to your profile, select **View My Profile or Make Changes**.

It is important to verify your preferred email, since your receipt and class communication will be sent to it.

Payment Method: Credit card


Credit Card Payment

Provide payment information

<input type="text" value="Name on Card*"/>	
<input type="text" value="Credit Card No.*"/> 	
<input type="text" value="Date of Expiration*"/>	<input type="text" value="Security Code*"/>

Credit Card Billing Address

Confirm your credit card billing address

<input type="text" value="Address 1 or Business Name*
1 Market Street"/>	<input type="text" value="Address (line two)"/>	
<input type="text" value="City*
Sanford"/>	<input type="text" value="State/Province
North Carolina"/>	<input type="text" value="Other State"/>
<input type="text" value="Country*
United States of America (the)"/>	<input type="text" value="Zip/Postal
27330"/> 	

Payment: Enter your credit card payment information.

Acceptable methods include Mastercard, Visa and Discover.

Questionnaire
Respond to the following questions

The following questions are for your enrollment in course section NUR-3240N1 - T006 - Nurse Aide I Test

Are you at least 18 years old?*

You must be at least 18 years old to take this course.

Do you have a High School Diploma or equivalent (GED, HISET)?*

You must have a high school diploma or equivalent to take this course.

Have you downloaded a copy of the Medical Programs packet?*

The Medical Programs Packet explains all of the requirements and additional information needed for taking this course.

Student Enrollment Requirements - Nurse Aide and Phlebotomy

Enrollment Requirements

- High School Diploma or High School Equivalency Diploma (GED or HISET)
- Criminal Background Check
- Drug Screening
- Verification of Immunizations
 - Hepatitis B
 - Varicella
 - Mumps, Measles and Rubella) MMR
 - Two-step Tuberculosis (TB)
 - Tdap
 - Tetanus (within past 10 years)
 - COVID-19
 - Influenza (flu shot within past 1 year)

Bring to First Class

- High School Diploma or Equivalency Diploma
- State ID or Driver's License
- Social Security Card (not laminated)
- Immunization Records

Resources

Background Check and Drug Screen	View Point Screening https://www.viewpointscreening.com
Medical Packet	https://www.cccc.edu/ecd/find-classes/system/files/CCCC-Medical-Programs-Enrollment-Packet.doc?v=3.1
Immunizations - Request a Test	www.requestatest.com

If you have any questions regarding medical program course requirements, email bbrock@ccc.edu.

Medical Programs Enrollment Requirements Attestation - Please type your name here to verify that you are aware of the enrollment requirements for this course. Failure to meet the enrollment requirements and provide the required documentation may result in you being dropped from the class.*

Policy Confirmation

Registration Policy
Pre-registration is required for all Continuing Education classes. Register at least one week prior to the first class meeting for all Continuing Education courses. The college reserves the right to cancel a course based on enrollment.

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method.*

Print Registration Policies

Required fields are indicated by *.

Questionnaire: Some classes may require additional checkout questions or require review of eligibility requirements. Review and answer any additional checkout questions.

Policy Confirmation: Review the registration and refund policy and check the box to verify that you have read and understand the policies.

Select the **Continue Checkout** button to proceed with your registration.

If you are a current or returning CCCC student, do not create a new account. You must register using your CCCC Portal ID or a Guest Login and Password.

Call 919-718-7500 for assistance.

Step 6: View your registration confirmation.

A receipt is sent to your primary email on file and can be viewed or reprinted in your student portal.

Checkout

My Profile / Payment / Receipt

Receipt


You will also receive a receipt by email.

Manny Student
1 Market Street
Sanford, North Carolina 27330
United States of America (the)
noemail_mannystudent@cccc.edu
(919) 7188889
Student Number: X000119 Personnel Number: 1260728

Basket No.: 460
Date: Jun 11, 2024

The transaction was successfully completed. Please print this page for your records.

Purchased

Item	Selected Options	Quantity	Subtotal
 Course Nurse Aide I Test NUR-3240N1 - T006 Add to Calendar	Fee: Reg Fee 51+ Hours \$180.00 Other Fees: Insurance Fee \$0.60	1	\$180.60
Subtotal			\$180.60
Total			\$180.60

**Thank you for registering for a Continuing Education
class at Central Carolina Community College!**

Registration support is available at 919-718-7500 or email cesupport@cccc.edu.