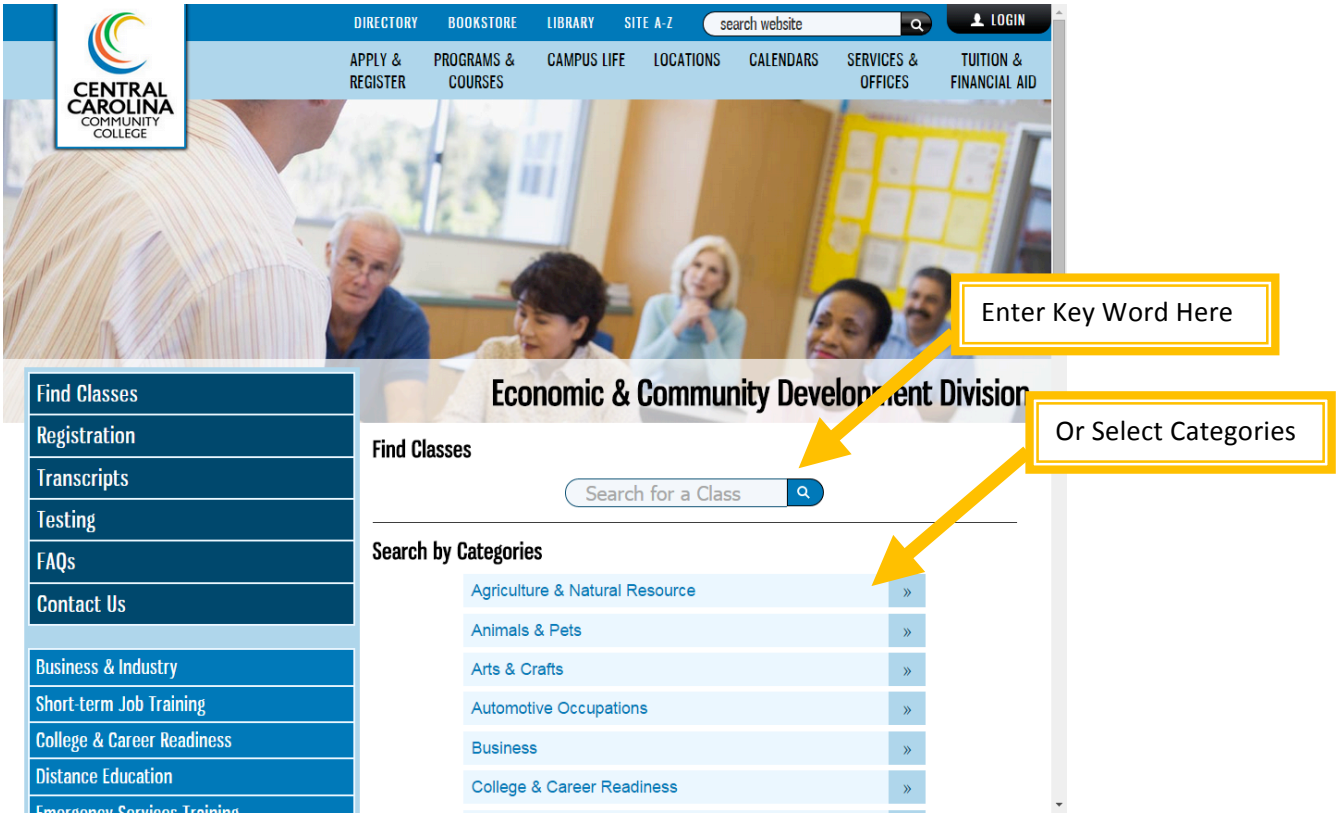
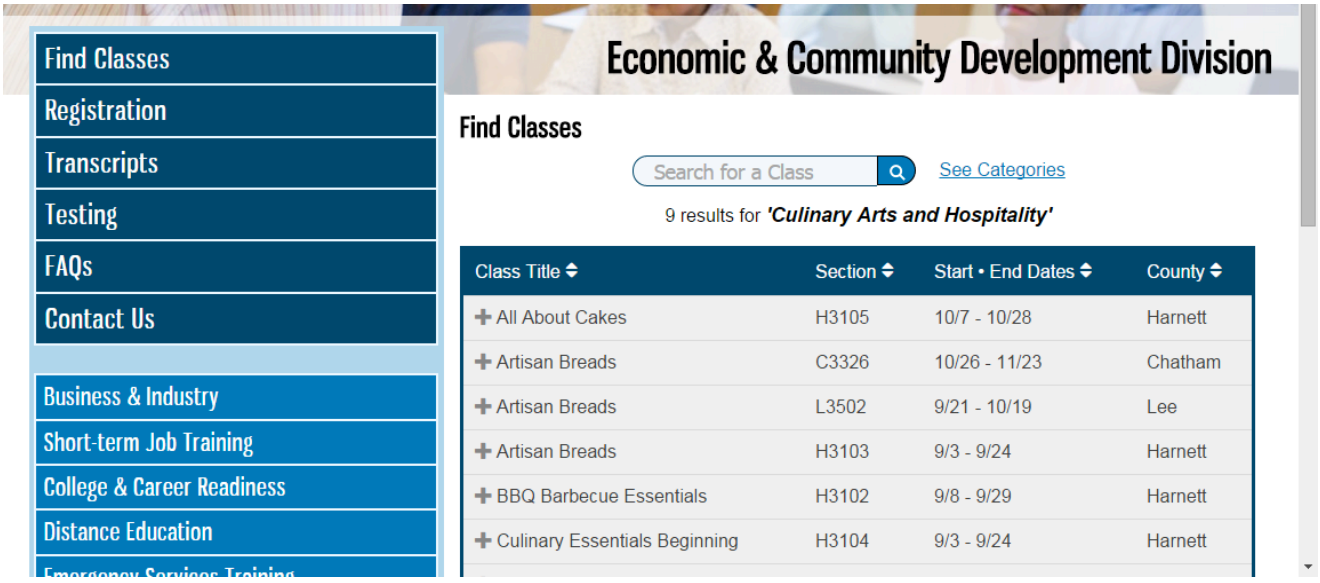
Step-by-Step Instructions for Online Registration

Step 1 – Find Classes – Search by category or keyword.



Category Selection Results



Step 2 – Identify the Class Title and Section Number of the class you wish to take. You will need this information for registering.

If your class requires a textbook, you may check book availability, pricing and make purchases through the CCCC bookstore at: http://www.bkstr.com/centralcarolinaccstore/shop/textbooks-and-course-materials

Select the Continuing Education Department, your Class Title and Section Number.

Step 3 – Click the online registration link for Web Advisor from the Find Classes Page within the class details.

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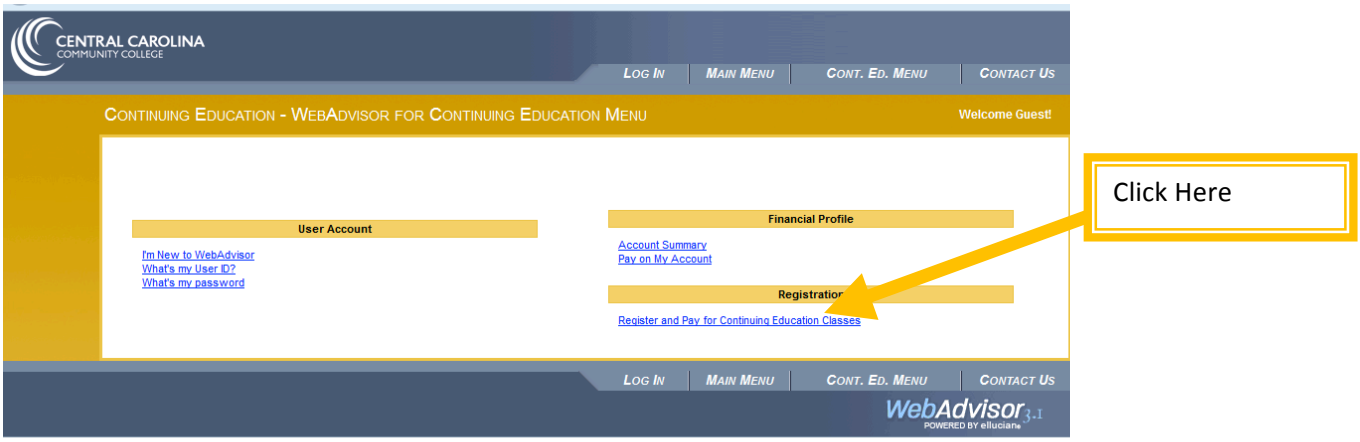
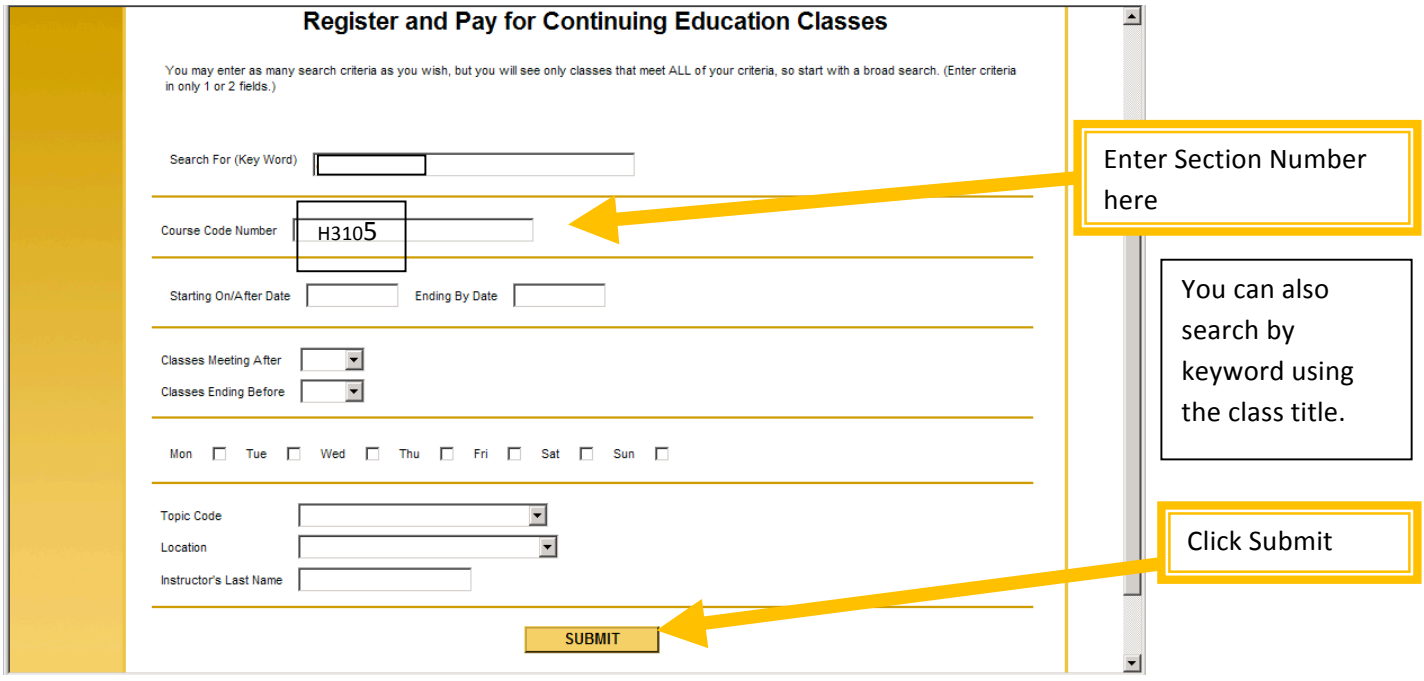
Please note that not all classes allow for online registration.

Step 4 – Select Continuing Education

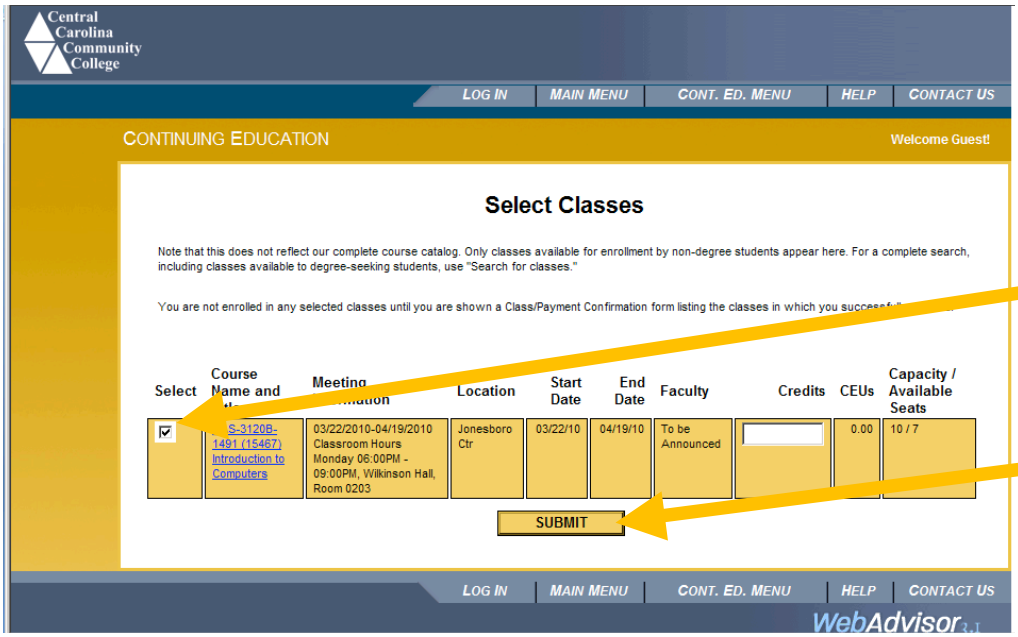
Step 5 – Select Register and Pay for Classes



Step 6 – Enter Section Number into Course Code Number Search Field & Submit



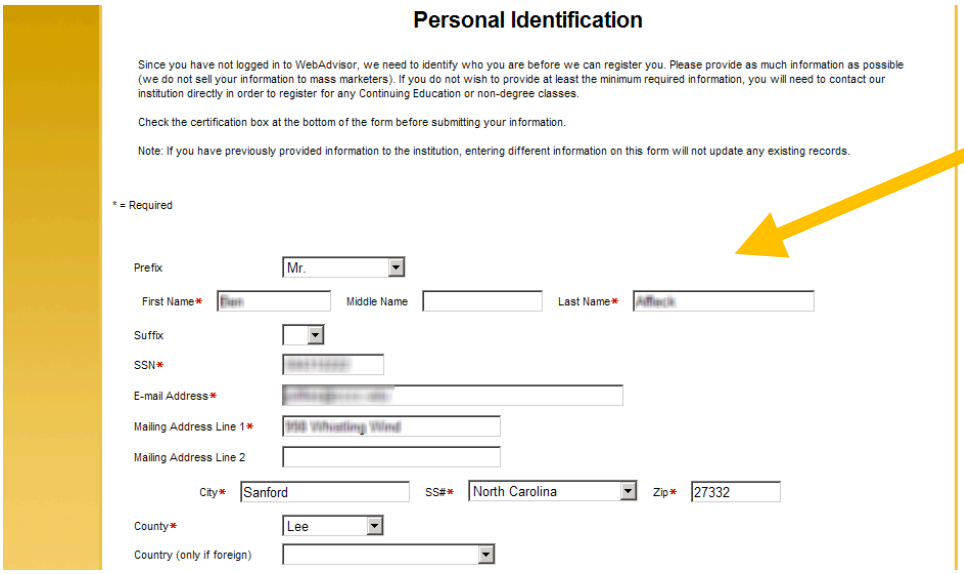
Step 7 – Verify and Select the Class You Are Registering For



Use the check box to select the course that you wish to take

Click Submit

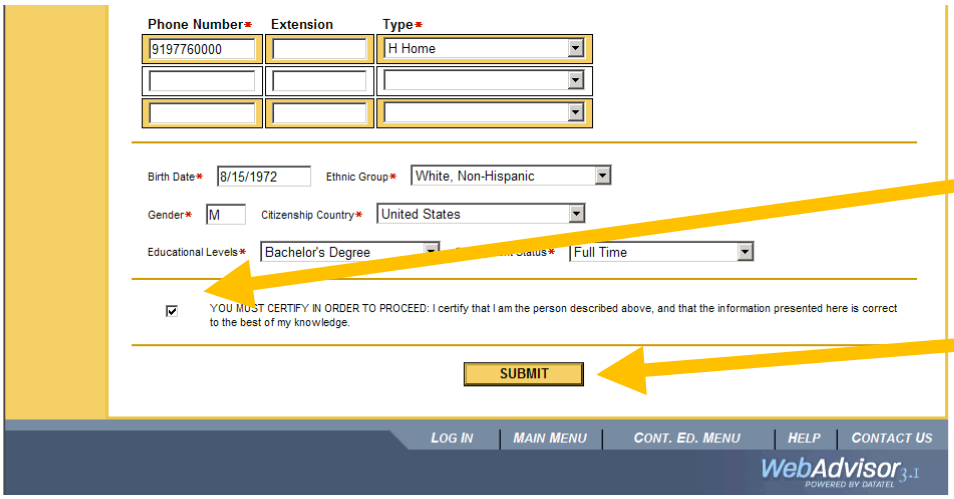
Step 8 – Enter Your Personal Identification Information



Enter here

Please note: If you are a returning student, the system will attempt to match you to your student account record. If you have recently moved or changed names, you will need to contact our office first to update your contact information prior to using online registration.

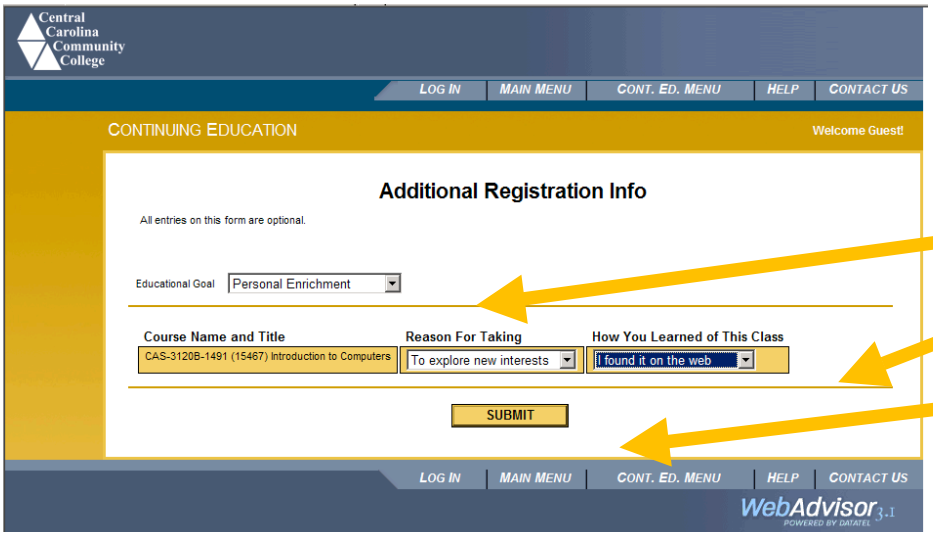
Call 919-718-7500 to update.



Check the box to certify your personal information.

Click Submit

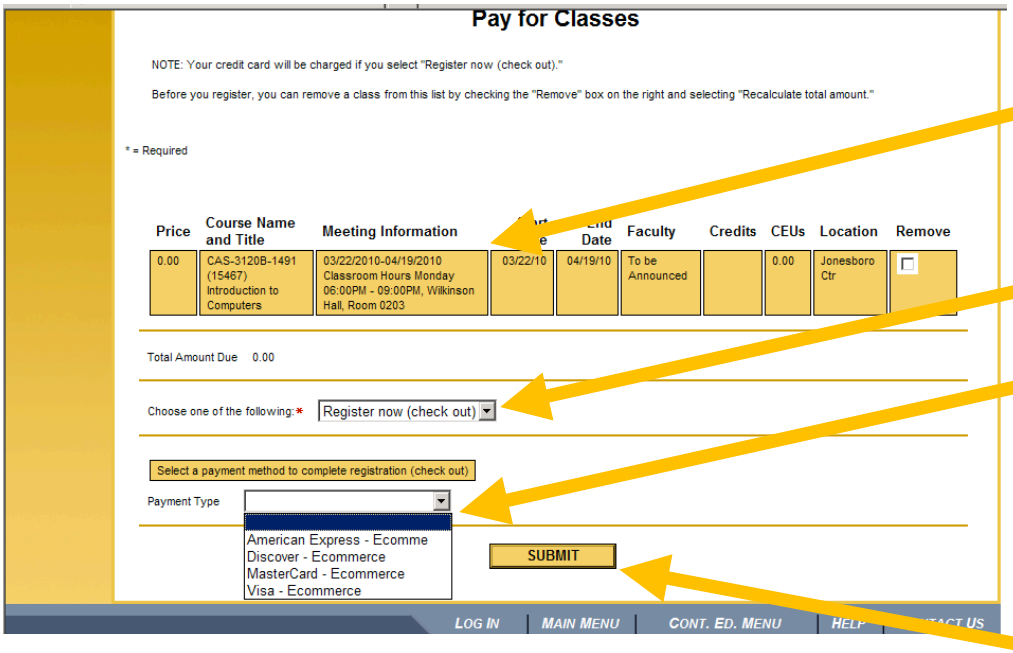
Step 9 – Enter Additional Registration Info



Enter additional optional information or leave blank

Click Submit

Step 10 – Review Your Registration Information, Amount Due and Select a Payment Method



Review your course(s)

Select Register Now

Select a payment type if necessary. If payment is necessary, you will be prompted for your credit card information at the next screen (screen not

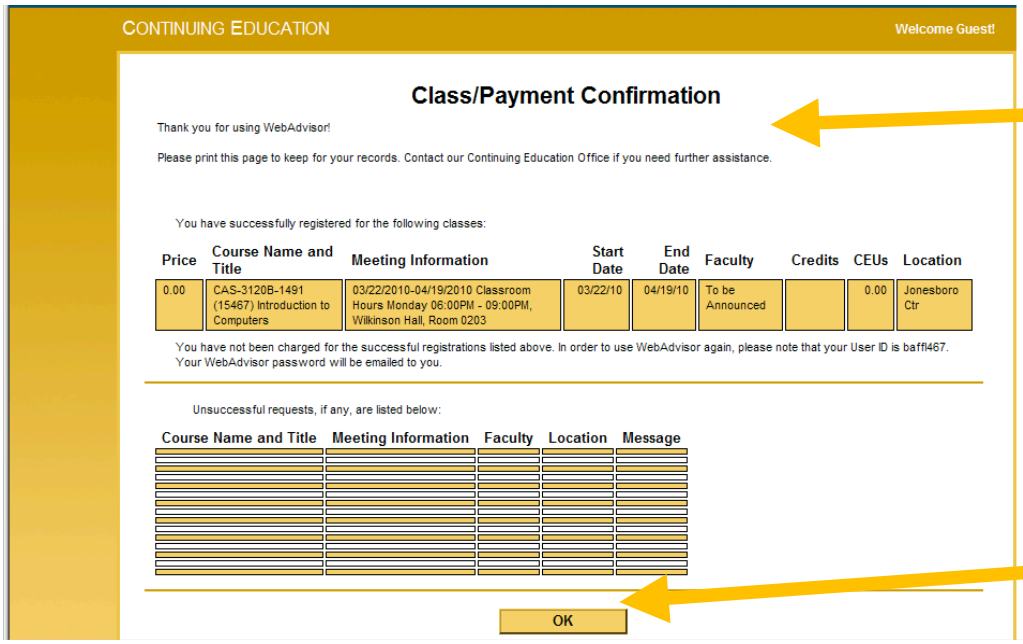
Click Submit

Please note: If you are a student registering for a class that allows the fees to be waived (firefighter, EMS, etc.), and you have completed the necessary waiver account paperwork, your total amount due should be $0. If you need to verify or set up a waiver account, call 919-718-7500.

Step 11 – Enter Your Credit Card Payment Information to Complete the Transaction

(You will be redirected to our payment processing system.)

Step 12 – Receive a Class/Payment Confirmation



A confirmation message will appear on the screen to let you know that your registration was successful.

A confirmation letter will also be emailed to your personal email address on file.

Click OK