

Instructions for Online Registration

Step 1: Find Classes – Search by Keyword or Category

Search For Courses

Find Classes

Search for courses using any of the following criteria.

Enter a course number, any part of the course title, or a keyword:

Advanced Search Options +

Reset

Search

Enter a keyword or any part of the course title and select Search.

OR

Click **Advanced Search Options** to search by category.

Advanced Search Options

Course No.:

Course Category:

Any Course Category

Term:

Subject Area or Program:

- Applied Technologies
- Business
- College & Career Readiness
- Customized Training Program
- Ed2Go
- Essential Career & Employability Skills

Instructor:

Day of the Week:

Any Day

Start Month:

Any Month

Location:

- All
- Chatham Adult Centers
- Chatham Arts/Homes
- Chatham Business

Filter By Course Availability :

- Search scheduled courses
- Search all courses

Subject Area or Program: Allows you to narrow search results.

Search Scheduled Courses: Returns results of only courses with schedule sections.

Search All Courses: Returns results with both scheduled and non-scheduled courses.

Category Search Results




The screenshot shows the 'Course Search Results' page. At the top right is a 'Search Again' button. Below the title is a instruction: 'To view the description, dates and times offered, and additional information about a course, click a course name below.' A blue bar with the text 'Narrow Your Results' is circled in yellow. Below this bar are two filter sections: 'Filter by course type' and 'Filter by subject area/program'. Both sections list 'Ed2Go (4)', 'Personal Enrichment (11)', and 'Professional Services (32)'. Yellow arrows point from a central text box to the 'Filter by course type' and 'Filter by subject area/program' sections.

Here you have the option to further narrow your search results to filter by course type or subject/program area.

Course Search Results

To view the description, dates and times offered, and additional information about a course, click a course name below.

List Grid

Course	Location	Availability
 Barbering I BAR-3100C1	Dunn Center	Available
 Barbering II BAR-3100C2		Not Currently Available
 Barbering III		Not Currently Available

Scroll search results and click the course title to view course and scheduled section information.

Location: If the course is scheduled in multiple locations each location will be listed here.

Availability: Indicates if a course has a scheduled section open (Available) for registration or not.

Step 2: Review Course & Section Information

You will need to know the course title, course code, and section ID to register.

Search Results | Search Again

CUL-3041D4 - Culinary Essentials Beginning

Delivery Options: CLASS

Course Description

This course introduces the fundamental concepts, skills and techniques in basic cookery (moist, dry and combination heat).

Learner Outcomes

Upon completion of this course, students will learn:

- Basic knife skills.
- Basic cooking techniques.
- How to menu plan using local ingredients.
- How to properly measure and follow a recipe.
- Proper kitchen terminology.

Notes

Uniform required: hat or hair covering, chef's coat, smock or apron and closed toe shoes.

Enroll Now - Select a section to enroll in

CUL-3041D4 - 001 Available	Aug 14, 2023	CLASS	+
CUL-3041D4 - 002 Available	Aug 14, 2023	CLASS	+
CUL-3041D4 - 003 Available	Aug 14, 2023	CLASS	+

Course pages provide course details including course descriptions, course outcomes/objectives, and other important course information. Read through this information carefully.

Scheduled course sections appear to the right of the page. Multiple blocks will appear when more than one section is scheduled.

Click the section block to open detailed information about that section. Details include Section Title and Section ID, course start and end dates, times and locations, a breakdown of fees and other important section information.

Course Code
CUL-3041D4 - 001
Available

Aug 14, 2023 CLASS

[Register Now](#)

Section Title: Culinary Essentials Beginning

Section ID: 93890

Section Schedule: Aug 14, 2023 to Dec 11, 2023

Location and Schedule: [View Details](#)

Contact Hours: 352.0

Delivery Options: CLASS

Course Fee(s): Registration Fee >50 Hours \$180.00 non-credit

Additional Fee(s):

Insurance Fee	\$0.60	Mandatory
Campus Security Fee	\$1.00	Mandatory

CEUs: 33 CEUs

Instructors: De-Ven Atkinson

Section Notes:
Students who are interested in scholarship funds are required to take Safety & Sanitation. [Click Here](#) for scholarship information.

Step 3: Click Register Now

Enroll Now - Select a section to enroll in

CUL-3041D4 - 001 Available	Aug 14, 2023	CLASS	—
---	--------------	-------	---

Register Now

Section Title: Culinary Essentials Beginning
FIS ID: 93890
Section Schedule: Aug 14, 2023 to Dec 11, 2023

Note: Not all classes allow for online registration. If selecting a course that does not have web registration availability, please call Continuing Education Support at 919-718-7500 or email them at CESupport@cccc.edu.

Step 4: Select Register and Pay for Continuing Education Classes

CONTINUING EDUCATION - WEBADVISOR FOR CONTINUING EDUCATION MENU Welcome Guest!

PLEASE READ THIS BEFORE REGISTERING

- A user id and password are not required to register for a Continuing Education class. To continue as a guest, click "Register and Pay for Continuing Education Classes".
- If you are a current WebAdvisor user and know your username and password, please [log in](#) before searching.
- You will be required to provide your personal information when registering if you do not log in. If you do not wish to provide your social security number or do not have one, you must register by phone or in person.
- If any of your contact information has changed, you must call us to update your information before registering.

CLASS SEARCH TIPS: Search by class title keywords, or by using the course code number if you know it. For registration assistance, call 919-718-7500.

User Account I'm New to WebAdvisor What's my User ID? What's my password	Financial Profile Account Summary Pay on My Account
	Registration Register and Pay for Continuing Education Classes

Click here: Register and Pay for Continuing Education Classes

Step 5: Enter Course Title* and Click Submit

CONTINUING EDUCATION

Register and Pay for Continuing Education Classes

You may enter as many search criteria as you wish, but you will see only classes that meet ALL of your criteria, so start with a broad search. (Enter criteria in only 1 or 2 fields.)

Search For (Key Word)

Course Code Number

Starting On/After Date Ending By Date

Topic Code

Location

Instructor's Last Name

[LOG IN](#) [MAIN MENU](#) [CONT. ED. MENU](#) [HELP](#) [CONTACT US](#)

WebAdvisor 3.2
POWERED BY AT&T

*Alternate Step 5: Enter Course Code and Click Submit

Search For (Key Word)

Course Code Number

Starting On/After Date Ending By Date

Note: Copy and paste may insert multiple dashes leading to a false invalidation message. You may need to enter the code with single spaces rather than dashes, i.e., CUL 3041D4 001, then click Submit at the bottom of the screen.

Step 6: Verify Course Selection

Select Classes

Note that this does not reflect our complete course catalog. Only classes available for enrollment by non-degree students appear here. For a complete search, including classes available to degree-seeking students, use "Search for classes."

You are not enrolled in any selected classes until you are shown a Class/Payment Confirmation form listing the classes in which you successfully enrolled.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input checked="" type="checkbox"/>	CUL-3041D4-001 (90432) Culinary Essentials Beginning	10/11/2023-11/15/2023 Classroom Hours Wednesday 04:30PM - 08:30PM, Culinary & Hospitality, Room 0101 11/29/2023-12/06/2023 Classroom Hours Wednesday 04:30PM - 08:30PM, Culinary & Hospitality, Room 0101 11/27/2023-12/11/2023 Classroom Hours Monday, Tuesday, Wednesday 08:00AM - 02:00PM, Culinary & Hospitality, Room 0101 08/16/2023-08/30/2023 Classroom Hours Wednesday 04:30PM - 08:30PM, Culinary & Hospitality, Room 0101 09/06/2023-10/04/2023 Classroom Hours Wednesday 04:30PM - 08:30PM, Culinary & Hospitality, Room 0101 09/05/2023-10/04/2023 Classroom Hours Monday, Tuesday, Wednesday 08:00AM - 02:00PM, Culinary & Hospitality, Room 0101 10/11/2023-11/21/2023 Classroom Hours Monday, Tuesday, Wednesday 08:00AM - 02:00PM, Culinary & Hospitality, Room 0101 08/14/2023-08/30/2023 Classroom Hours Monday, Tuesday, Wednesday 08:00AM - 02:00PM, Culinary & Hospitality, Room 0101	Dunn Center	08/14/23	12/11/23	D. Atkinson	<input type="text"/>	35.20	10 / 10

SUBMIT

Select	Course Name and Title	Meeting Information
<input checked="" type="checkbox"/>	CUL-3041D4-001 (90432) Culinary Essentials Beginning	10/11/2023-11/15/2023 Classroom Hours Wednesday 04:30PM - 08:30PM, Culinary & Hospitality, Room 0101 11/29/2023-12/06/2023 Classroom Hours Wednesday 04:30PM - 08:30PM, Culinary & Hospitality, Room 0101 11/27/2023-12/11/2023 Classroom Hours Monday, Tuesday, Wednesday 08:00AM - 02:00PM, Culinary & Hospitality, Room 0101 08/16/2023-08/30/2023 Classroom Hours Wednesday 04:30PM - 08:30PM, Culinary & Hospitality, Room 0101 09/06/2023-10/04/2023 Classroom Hours Wednesday 04:30PM - 08:30PM, Culinary & Hospitality, Room 0101 09/05/2023-10/04/2023 Classroom Hours Monday, Tuesday, Wednesday 08:00AM - 02:00PM, Culinary & Hospitality, Room 0101 10/11/2023-11/21/2023 Classroom Hours Monday, Tuesday, Wednesday 08:00AM - 02:00PM, Culinary & Hospitality, Room 0101 08/14/2023-08/30/2023 Classroom Hours Monday, Tuesday, Wednesday 08:00AM - 02:00PM, Culinary & Hospitality, Room 0101

Verify course code and section ID for the course you wish to take, check the box next to the desired course section, and click Submit.

Step 7: Complete Personal Identification Section

Please note: If you are a returning or current 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.

If you are a degree-program student (Associate's, University Transfer, etc.) you must contact the registrar's office at Lee Main Campus to have your name and contact information updated first. Call 919-718-7201.

Personal Identification

*** = Required**

Prefix

First Name* Middle Name Last Name*

Suffix

SSN*

E-mail Address*

Mailing Address Line 1*

Mailing Address Line 2

City* State* Zip*

County*

Country (only if foreign)

Phone Number*	Extension	Type*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you Hispanic or Latino? Yes No

Select One or More Races

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

Birth Date*

Gender*

Citizenship Country*

Educational Levels* Employment Status*

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

SUBMIT

Enter all required information (marked with an asterisk).

Enter additional demographic information (optional) or leave blank.

Click the check box to verify identity and information presented in the form then click Submit.

CONTINUING EDUCATION

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

SUBMIT

At the next screen, **Additional Registration Information**, you can enter the information or leave it blank then click Submit.

Step 8: Review Transaction Details and Make Payment

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 "Recalculate total amount."

* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
0.00	CAS-3120B-1491 (15467) Introduction to Computers	03/22/2010-04/19/2010 Classroom Hours Monday 06:00PM - 09:00PM, Wilkinson Hall, Room 0203	03/22/10	04/19/10	To be Announced		0.00	Jonesboro Ctr	<input type="checkbox"/>

Total Amount Due 0.00

Choose one of the following: * Register now (check out) ▼

Select a payment method to complete registration (check out)

Payment Type ▼

American Express - Ecommerce
 Discover - Ecommerce
 MasterCard - Ecommerce
 Visa - Ecommerce

SUBMIT

Review course and cost information for all courses for which you are registering.

Select Register Now from dropdown box.

Select payment type from dropdown box, if necessary. Enter credit/debit card information as prompted by payment system, then click Submit.

CCCC does not accept American Express.

Step 9: Review/Print Confirmation Page

CONTINUING EDUCATION

Class/Payment Confirmation

Thank you for using WebAdvisor!

Please print this page to keep for your records. Contact our Continuing Education Office if you need further assistance.

You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location
0.00	CAS-3120B-1491 (15467) Introduction to Computers	03/22/2010-04/19/2010 Classroom Hours Monday 06:00PM - 09:00PM, Wilkinson Hall, Room 0203	03/22/10	04/19/10	To be Announced		0.00	Jonesboro Ctr

You have not been charged for the successful registrations listed above. In order to use WebAdvisor again, please note that your User ID is baff1467.

Your WebAdvisor password will be emailed to you.

Once payment is processed an email notification will be sent out. Please print this confirmation screen in case the notification is not received or goes to spam.

Please note the confirmation screen will also provide you with your USER ID which you can use to set up your CCCC Portal Student Account which gives you access to services such as your college email account.