

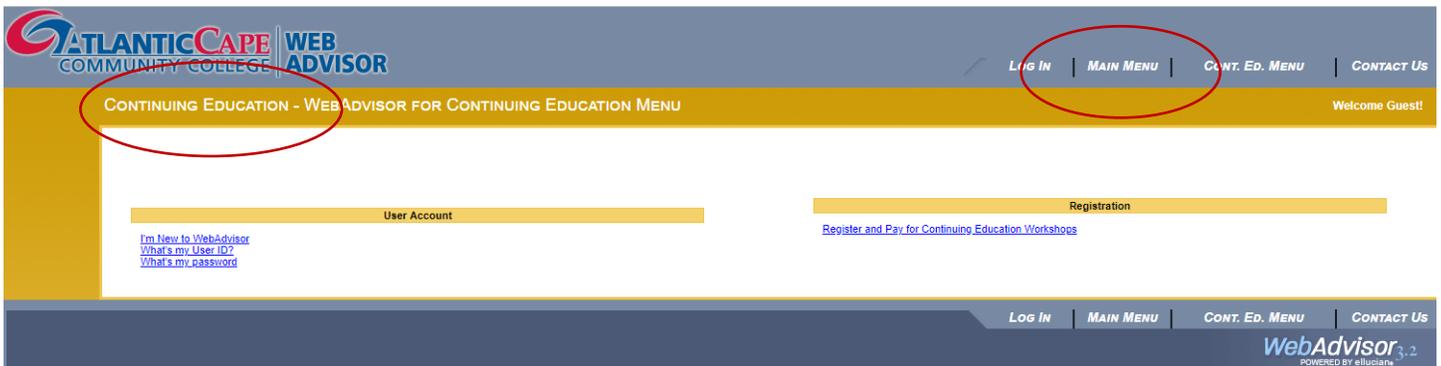
How to Register for Kids College Using WebAdvisor

Step 1: Click the Register Here button on any Kids College Page



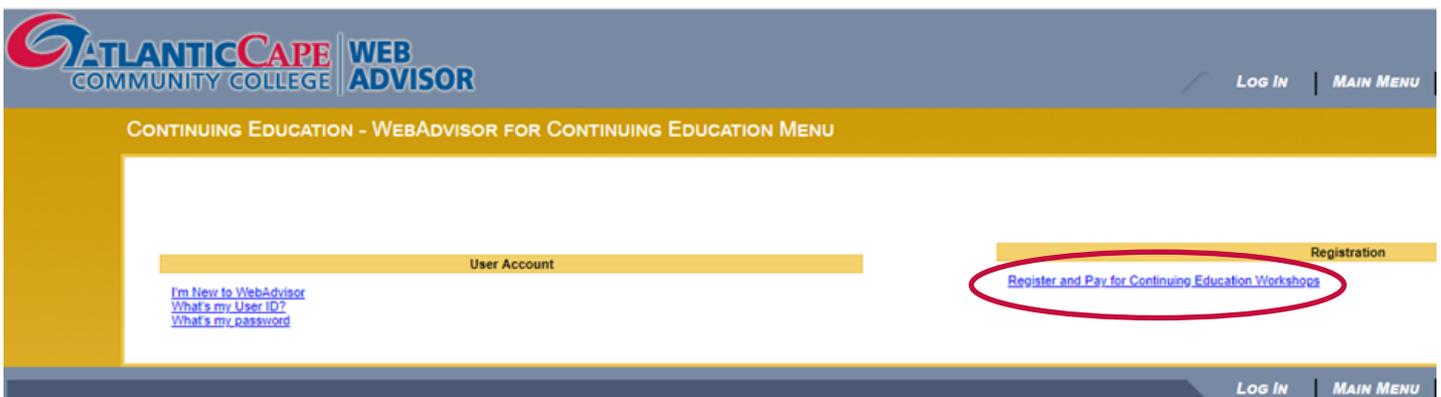
Step 2: Go to WebAdvisor: Continuing Education Website

The main screen should say "Continuing Education" and have a gold background. If the background is any other color, select "Main Menu" on the top navigation bar and then select "Continuing Education."



Step 2: Start Registration Process

Select "Register and Pay for Continuing Education Workshops" on the right hand side.



Step 3: Search for the Course you want

Fill in the Course Code Number from the course catalog and hit the submit button. This should be the only field you put any information into. **You must search using the entire course code including the hyphens.** For best results, please do NOT search by Key Word.

CONTINUING EDUCATION

Register and Pay for Continuing Edu

To search for a class enter any part of the title in 'Search for (Key Word)', or enter any part of the Course Code Number (ex: fine 1) in the 'Course page, or choose other selection criteria.

Search For (Key Word)

Course Code Number

Starting On/After Date Ending By Date

Classes Meeting After

Classes Ending Before

Mon Tue Wed Thu Fri Sat Sun

Topic Code

Location

Instructor's Last Name

Step 4: Verify the class information

Please verify that the course name and date matches the class you would like to register for. Hit the check box to select the course and hit the submit button to proceed.

NOTE: The original price shown on WebAdvisor is NOT correct, this price will adjust automatically after you select the course and are ready to process payment. Actual prices are shown in the Course Catalog.

ATLANTIC CAPE COMMUNITY COLLEGE WEB ADVISOR

CONTINUING EDUCATION

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	Cost
<input checked="" type="checkbox"/>	FINE-601-AK01 (34501) Cartooning for Kids 7-9	07/08/2019-07/11/2019 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM - 04:00PM, Room to be Announced		07/08/19	07/11/19	To be Announced	\$473.10

LOG IN | MAIN MENU | CON

Step 5: Provide contact information

Fill in all required fields, click the check box at the bottom of the page to certify that all information is correct and hit the submit button.

NOTE: The e-mail, mailing address and phone number fields should be contact information for parent/guardian. However, all of the rest of the information on this form should be for the child you are registering for the course.

Personal Identification

* = Required

Prefix

First Name* Middle Name Last Name* **Child**

Suffix

SSN

E-mail3Address* **Adult Information**

Mailing Address Line 1*

Mailing Address Line 2

City State* Zip

County

Country (only if foreign)

Phone Number*	Extension	Phone 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"/>

Adult Information

Step 6: Provide additional registration information

Drop down and select additional Registration Information and hit submit button. Please note that these fields are optional.

Step 7: Finalize registration and pay for course(s)

If you would like to register for more classes, select "Search for More classes" from the first drop-down menu. Please note that this website does not support registration for multiple children. In order to register a different child finalize and pay for the first registration and start the process over for the second. Once you have added all courses you want to register for, select your payment method from the second drop-down menu and hit the submit button. This will take you to a secure website to process the payment. **The price on this page has been adjusted and is the correct total due.**

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
224.10	FINB-801-AK01 (34501) Carboning for Kids 7-9	07/08/2019-07/11/2019 Lecture Monday, Tuesday, Wednesday, Thursday 09:00AM - 04:00PM, Room to be Announced	07/08/19	07/11/19	To be Announced		2.50		<input type="checkbox"/>

Total Amount Due 224.10

Choose one of the following:

Select a payment method to complete registration (check out)

Payment Type

All registration for classes is done online through WebAdvisor. Full payment must be made at the time of registration. In addition to online registration, you must also complete and sign all necessary forms (Health Waiver and Terms of Participation) and agree to the full list of terms and conditions at atlantic.edu/kidscollege. Confirmation letters will be generated and sent out to parents/guardians upon receipt of your completed registration and payment. If you have questions, please call (609) 343-4811.