

How to Register For a Non-Credit Class

Step 1: Click on this link to go to our registration page.

<http://webadvisor.spcc.edu/WebAdvisor/WebAdvisor?CONSTITUENCY=WBCE&type=P&pid=ST-WBSTS027>


Step 2: This is where you will search the schedule to find the class you want to register for.

CONTINUING EDUCATION

Register and Pay for Continuing Education Classes

Continuing Education Students **DO NOT** login. You will not need a User ID or password before searching, registering, or paying.

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

Classes Meeting After
Classes Ending Before

Mon Tue Wed Thu Fri Sat Sun

Topic Code
Location
Instructor's Last Name

This is where you will search the schedule to find the class you want to register for.

- The **KEYWORD** will be a word from the class title. Not the subject you are looking for.
- If you know the exact dates of when the class starts and ends, you may enter them in the following boxes, although it is best to only search keyword and leave this blank.

Starting On/After Date Ending By Date

- **LOCATION** is where you want to take the class
 - Off-Camp Anson – off campus in Anson County
 - Off-Camp Union – off campus in Union County
 - Polk – Polkton campus
 - O C H – Monroe campus located on Old Charlotte Highway & Tyson Family Center for Technology
 - Web – online courses

Step 3: After you hit submit, you will see a new screen where the class you searched for is listed.

Here is where you will register for the class. You will select a class by clicking in the box on the left. Then hit submit.

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, click [Search for Classes](#). Our complete catalog is also located under the "Students" and "Prospective Students" sections.

To view course information: Click on the "Course Name and Title"
To register and pay: Select the Course and then click the Submit button

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"/>	WLD-3106T-300 (68893) Welding Processes	01/07/2019-02/28/2019 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 12:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	O C H	01/07/19	02/28/19	D. Tucker		12.40	20 / 20
<input type="checkbox"/>	WLD-3106T-301 (68894) Welding Processes	01/08/2019-05/02/2019 Classroom Hours Tuesday, Thursday 05:00PM - 09:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	O C H	01/08/19	05/02/19	D. Tucker		12.80	20 / 20
<input type="checkbox"/>	WLD-3106T-302 (68895) Welding Processes	03/11/2019-05/02/2019 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 12:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	O C H	03/11/19	05/02/19	D. Tucker		12.80	20 / 20
<input type="checkbox"/>	WLD-3106T-303 (68896) Welding Processes	05/13/2019-07/18/2019 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 12:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	O C H	05/13/19	07/18/19	D. Tucker		15.20	20 / 20
<input type="checkbox"/>	WLD-3106T-304 (68897) Welding Processes	05/14/2019-07/18/2019 Classroom Hours Tuesday, Thursday 05:00PM - 09:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	O C H	05/14/19	07/18/19	D. Tucker		7.60	20 / 20

SUBMIT ←

Step 4: You will then fill out your personal information and hit submit.

Personal Identification

Since Continuing Education Students **DO NOT** login to WebAdvisor, we need to identify who you are before we can register you. Please provide as much information as possible (we do not sell your information to mass marketers). If you do not wish to provide at least the minimum required information, you will need to contact our institution directly in order to register for any Continuing Education or non-degree classes. Please contact Continuing Education at 800-766-0319.

Check the certification box at the bottom of the form before submitting your information.

Note: If you have previously provided information to SPCC, entering different information on this form will not update any existing records. In order to update contact information, please contact Continuing Education at 800-766-0319, submit an email to SPCCConEdSupport@spcc.edu, or [click here](#).

* = Required

Prefix

First Name* Middle Name Last Name*

Suffix

SSN*

E-mail Address*

Mailing Address Line 1*

Mailing Address Line 2

City* State* Zip*

Country*

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"/>

Step 5: You will then fill out this additional registration information, choose REGISTER, and Payment Type.

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
344.40	WLD-3106T-300 (68893) Welding Processes	01/07/2019-02/28/2019 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 12:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	01/07/19	02/28/19	D. Tucker		12.40	O C H	<input type="checkbox"/>

Total Amount Due 344.40

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

Select a payment method to complete registration (check out)

Payment Type VSA - Visa ▼

SUBMIT

Step 6: On this page – hit Continue. You will then be taken to Official Payments to pay for your course(s).

Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount \$344.40
 Convenience Fee \$0.00
 Total Payment Amount \$344.40

CONTINUE

Once you have completed registration, you will receive an email confirmation within the next few hours. If any changes need to be made to your contact information please send an email to SPCCConEdSupport@spcc.edu.