How to Search For a Non-Credit Class

**Step 1:** Go to our SPCC homepage ([www.spcc.edu](http://www.spcc.edu)). Click on Programs/Courses.

**Step 2:** The following page should appear. Click on Class Schedule.

**Programs and Courses**

Thank you for your interest in South Piedmont Community College's programs!

Below is an overview of the program areas. Click here for a Class Schedule.

- **Academic Enrichment Programs** – South Piedmont Community College provides unique opportunities to enhance your learning experience with these challenging academic enrichment programs.

- **Apprenticeship Program** – Apprentices learn the aspects of a highly skilled profession through on-the-job training and related classroom instruction, while being sponsored by individual employers.
Step 3: This screen should appear:

This is where you will search the schedule to see what non-credit courses are offered:

- **The TERM** will be the semester you want to attend the class. – CE and (non-credit) denote the non-credit course schedules. (You can search by TERM only to pull up all courses offered)

- 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 term and leave this blank.

  Starting On/After Date  
  Ending By Date  

- **The SUBJECT** is the class prefix; usually consists of three letters. For example: Welding (WLD)

- **The SECTION NUMBER** is the three identifiers following the course number. If you know the section number, you may enter it in the appropriate box. However, the section number is not necessary.

- If you want a class at a specific time or on a specific day you may enter that information here, or leave blank to see all options.

  Sections Meeting After  
  Sections Ending Before  

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

- If you know the instructor of the course, you may enter their last name in the box labeled “Instructor’s Last Name”
Step 4: After you click submit, you will see a list of classes.

Section Selection Results

If you decide to register for a class, you can then click on this link:
http://webadvisor.spcc.edu/WebAdvisor/WebAdvisor?CONSTITUENCY=WBCE&type=P&pid=ST-WBSTS027

Step 5: 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.
**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 6:** 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 Courses 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.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name and Title</th>
<th>Meeting Information</th>
<th>Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
<th>Capacity / Available Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUE-1687-320</td>
<td>Database Programming</td>
<td>01/07/2019-02/26/2019</td>
<td>O C H</td>
<td>01/07/19</td>
<td>02/26/19</td>
<td>D. Tucker</td>
<td>12.40</td>
<td>20 / 20</td>
<td></td>
</tr>
<tr>
<td>DUE-1687-301</td>
<td>Database Programming</td>
<td>01/03/2019-02/26/2019</td>
<td>O C H</td>
<td>01/03/19</td>
<td>02/26/19</td>
<td>D. Tucker</td>
<td>12.40</td>
<td>20 / 20</td>
<td></td>
</tr>
<tr>
<td>DUE-1687-322</td>
<td>Database Programming</td>
<td>02/11/2019-03/22/2019</td>
<td>O C H</td>
<td>02/11/19</td>
<td>03/22/19</td>
<td>D. Tucker</td>
<td>12.40</td>
<td>20 / 20</td>
<td></td>
</tr>
<tr>
<td>DUE-1687-330</td>
<td>Database Programming</td>
<td>03/13/2019-04/01/2019</td>
<td>O C H</td>
<td>03/13/19</td>
<td>04/01/19</td>
<td>D. Tucker</td>
<td>15.00</td>
<td>20 / 20</td>
<td></td>
</tr>
<tr>
<td>DUE-1687-324</td>
<td>Database Programming</td>
<td>04/04/2019-05/03/2019</td>
<td>O C H</td>
<td>04/04/19</td>
<td>05/03/19</td>
<td>D. Tucker</td>
<td>7.00</td>
<td>20 / 20</td>
<td></td>
</tr>
</tbody>
</table>
**Step 7:** 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 you can register. Please provide as much information as possible (we do not ask for your information to make reservations). If you do not wish to provide at least the minimum required information, you will need to contact our office directly in order to register for any Continuing Education in non-degree classes. Please contact Continuing Education at 305-358-4316 or via email at SCCC.ContEd@spcc.edu.

* = Required

- **Prefix:**
- **First Name:**
- **Middle Name:**
- **Last Name:**
- **Suffix:**
- **Title:**
- **E-mail Address:**
- **Mailing Address Line 1:**
- **Mailing Address Line 2:**
- **City:**
- **State:**
- **Zip:**
- **Country:**
- **Country code if foreign:**

**Phone Number**

- **Extension**
- **Type**

**Step 8:** 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

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<th>Meeting Information</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Credits</th>
<th>Location</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>344.40</td>
<td>WLD-3301:100 &amp; 330.00 (0.00)</td>
<td>03/07/2019-03/28/2019 Classroom: Monday, Tuesday, Wednesday, Thursday, 00:00:00 AM - 12:00:00 PM, OCR Tech, Bldg: 1313</td>
<td>03/07/19</td>
<td>03/28/19</td>
<td>D. Tucker</td>
<td>12.40</td>
<td>0 C R</td>
<td></td>
</tr>
</tbody>
</table>

**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: **VISA - Visa**

Submit
Step 9: On this page – hit Continue. You will then be taken to Official Payments to pay for your course(s).

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.