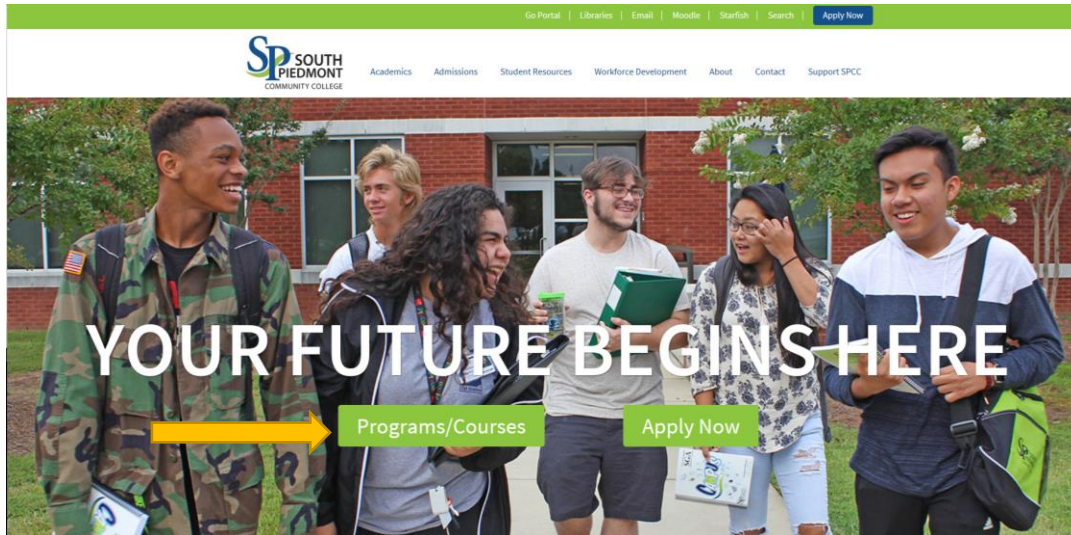
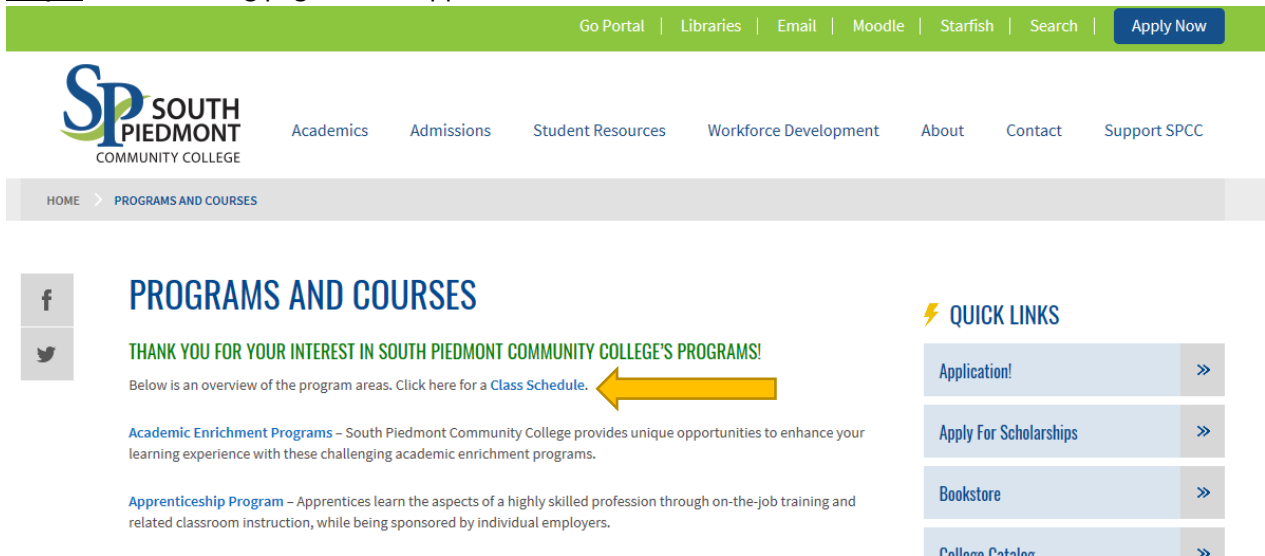


How to Search For a Non-Credit Class

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




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



Step 3: This screen should appear:

Search for Sections

Term 

Starting On/After Date Ending By Date

Subjects	Course Number	Section
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

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

Mon Tue Wed Thu Fri Sat Sunday

- **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
- 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

FIRST PREV NEXT LAST JUMP Page 1 of 1

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs	Academic Level
CE Fall 2018 (non-credit)	Open	WLD-3106T-305 (67417) Welding Processes	O C H	08/07/2018-10/01/2018 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 12:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	D. Tucker	11 / 20		12.40	Continuing Education
CE Fall 2018 (non-credit)	Open	WLD-3106T-306 (67418) Welding Processes	O C H	10/08/2018-12/06/2018 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 12:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	D. Tucker	8 / 20		12.40	Continuing Education
CE Fall 2018 (non-credit)	Open	WLD-3106T-307 (67419) Welding Processes	O C H	08/07/2018-12/06/2018 Classroom Hours Tuesday, Thursday 05:00PM - 09:00PM, OCH Tyson Fam. Ctr. for Tech, Room 1313	D. Tucker	9 / 20		12.40	Continuing Education

FIRST PREV NEXT LAST JUMP Page 1 of 1

OK

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.

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) x

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

SUBMIT

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 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.

CONTINUING EDUCATION Welcome Guest!

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	<input type="text"/>	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	<input type="text"/>	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	<input type="text"/>	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	<input type="text"/>	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	<input type="text"/>	7.60	20 / 20

SUBMIT

Step 7: You will then fill out your personal information and hit submit.

CONTINUING EDUCATION

Welcome Guest!

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*

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"/>

Step 8: You will then fill out this additional registration information, choose REGISTER, and Payment Type.

CONTINUING EDUCATION

Welcome Guest!

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:*

Select a payment method to complete registration (check out)

Payment Type

SUBMIT

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

CONTINUING EDUCATION

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.