Prairie State College

WebAdvisor:
Register for Continuing Education (Non-Credit) Courses

Table of Contents
Registering for Continuing Education (Non-Credit) Courses .................................................. 1
Log In ........................................................................................................................................ 1
  Current Students ..................................................................................................................... 1
  New Students......................................................................................................................... 2
Searching for Courses.................................................................................................................. 2
Registering for Courses ............................................................................................................... 3
Paying for Courses ..................................................................................................................... 5
Questions/Help ........................................................................................................................... 7
Registering for Continuing Education (Non-Credit) Courses

You can now register and pay for continuing education (non-credit) courses through WebAdvisor.

Log In

Current Students

1. Go to http://prairiestate.edu
2. Click on the WebAdvisor icon.
3. Click Log In at the top of the screen.
4. Enter your username and password then click Submit.
5. Under Registration, click Register and Pay for Continuing Education Classes.
New Students

1. Go to http://prairiestate.edu
2. Click on the WebAdvisor icon.

1. Click Non-credit Courses and Programs then click on Register and Pay for Continuing Education Classes.

Searching for Courses

1. On the Register and Pay for Continuing Education Classes page there are several options for searching for courses:

- List all available continuing education courses: Leave all fields blank.
- Keyword: Enter text in the Search For (Key Word) field to search for a specific course topic.
• **Start/End Date:** Select dates in the **Starting On/After Date** and/or **Ending By Date** to see courses within a specific time frame.

• **Class Time:** Select times from the drop-down menus next to **Classes Meeting After** and/or **Classes Ending Before** to find classes that fit your time schedule.

• **Days of the week:** Check the boxes next to specific days of the week to search for classes on those days.

• **Specific Topic Focus:** Select an item from the **Topic Code** drop-down menu to find courses within a specific focus.

• **Location:** Choose whether you are looking for a class that meets on-campus or off-campus (Matteson Area Center).

• **Instructor’s Last Name:** If you are looking for a specific instructor, enter the instructor’s last name in the field.

2. Click **Submit**.

3. A listing of classes that meets your search criteria will appear.

**Registering for Courses**

1. Once you have searched for courses, the **Select Classes** page will show a listing of all available classes that meet your search criteria.

![Select Classes Table](image)

2. To select a class, check the box next to the course name.

3. Click **Submit**.

4. On the **Personal Identification** screen, complete all appropriate fields including first and last name, email address, mailing address, birth date, and country of origin.

   **Note:** If you are logged in to WebAdvisor, you will not see the **Personal Identification** screen. You will be taken directly to the **Additional Registration Info** screen (Step 7).

5. Check the box next to the certify statement at the bottom of the screen.
6. Click Submit.

7. **Optional:** Complete the information on the Additional Registration Info page.

8. Click Submit.

9. On the **Pay for Classes** screen, you will see the courses you selected and the total amount due.

10. Next to **Choose one of the following** select an option from the drop-down box:

    - Register now (check out)
    - Search for more classes
    - Recalculate total amount (Select this if you have removed a course from the list.)

11. If you selected **Search for more classes** or **Recalculate total amount**, click Submit.

12. If you selected **Register now (check out)**, proceed to the section **Paying for Courses**.
Paying for Courses

1. Once you have completed the Registering for Courses section, select your credit card type from the Payment Type drop-down menu.

2. Click Submit.
3. Verify the amount on the Processing My Credit Card Payment screen.

4. Click Continue.
5. You will be directed to a secure payment screen, independent of Prairie State College.
6. Fill in your credit card information and any other required information.

7. Click Continue.
8. Verify that your information is correct.

9. To change any information, click **Go Back**.
10. If all the information is correct, click **Make Payment**.
11. The Confirmation of Payment screen displays with the **Confirmation Number/Transaction ID** and transaction details.

   **Note:** Write down your Confirmation Number in case you don’t get the confirmation email.

12. Click **Continue**.
13. The **Processing My Credit Card Payment** screen states that you will receive a confirmation email containing the transaction details.

**Note:** If you are new to WebAdvisor, the confirmation email will include your WebAdvisor username. You will also receive a second email with your WebAdvisor password. Please keep your WebAdvisor username and password in a safe place as you will need this information to register for future courses.

14. Click **OK**.

15. The **Class/Payment Acknowledgment** screen confirms your course registration.

16. Click **OK**.

**Questions/Help**

If you have questions about this process or are having trouble with this process, please call the Matteson Area Center at (708) 709-3750 for assistance.