Registering for Continuing Education (Non-Credit) Courses
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You are now able to register and pay for continuing education (non-credit) courses through WebAdvisor.

Getting into the System

This link takes you directly to the PSC WebAdvisor splash screen.

- If you have a current WebAdvisor account, click the Log In link at the top (or bottom) of the screen.

Log in with your username and password and click the Submit button.
You are now back to the main WebAdvisor screen. Click the Continuing Education button.

Click the Register and Pay for Continuing Education Classes link under the Registration section.

- If you do not have a current WebAdvisor account, click the Continuing Education button.

Click the Register and Pay for Continuing Education Classes link under the Registration section.

**Searching for Courses**

You should now see the Register and Pay for Continuing Education Classes page.

Use any combination of fields to search for available courses.

**Search Examples:**

Populate the Search For (Key Word) field if you are looking for a specific course topic (ex: Finance).
Populate the **Starting On/After Date** and/or **Ending By Date** fields to see courses within a specific time frame.

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

Use the checkboxes to search for classes on specific days of the week.

Select from the **Topic Code** drop-down menu to find courses within a specific focus.

**Note:** Leaving this page blank will produce a listing of ALL available Continuing Education classes.

Click the **Submit** button to see a list of classes that meet your search criteria.

The **Select Classes** page will show a listing of all available classes that meet your search criteria. To select a class, click the checkbox(es) in front of the appropriate title(s) and click the **Submit** button.
Registering for Courses
On the Personal Identification screen, fill in as much information as possible.

**Note:**
If you are logged into WebAdvisor, you will not see this screen as your information is already in the system. You will instead be directed to the Additional Registration Info screen detailed below.

The red asterisk (*) signifies required information.

When you have populated the necessary fields, check the box at the bottom of the screen to verify that you are indeed the person whose information is listed above.

Click the **Submit** button to proceed.
Information on the **Additional Registration Info** page is optional. Click the **Submit** button to proceed with registration.

![Additional Registration Info](image)

The **Pay for Classes** screen lists the courses you have selected and the total amount due.

![Pay for Classes](image)

**Note:**
To remove any of the selected courses, click the appropriate checkbox under the **Remove** column.

Use the **Choose one of the following** drop-down menu to pay for the assigned courses, search for more, or recalculate the total amount (if you have removed a course from the listing).

![Choose one of the following](image)

If you selected Search for more classes or Recalculate total amount, click the **Submit** button to proceed.
If you selected Register now (check out), select your credit card from the **Payment Type** drop-down menu.

![Payment Type dropdown menu](image)

Click the **Submit** button.

![Submit button](image)

Verify your amount information on the **Processing My Credit Card Payment** screen.

![Processing My Credit Card Payment screen](image)

Click the **Continue** button to proceed.

![Continue button](image)

You will be directed to a secure payment screen, independent of Prairie State College.
Paying for Courses
Fill in your credit card information and any other information missing from the form.

Note:
Any information that you provided on the Personal Information screen (or within your WebAdvisor account if you are a returning student) will automatically populate to this form.

Click the Continue button to proceed.

Verify that all information on the payment screen is correct.
If any of the information needs changed, click the **Go Back** button.

![Go Back](image)

If you are certain all information is accurate, click the **Make Payment** button.

![Make Payment](image)

You will now see a **Confirmation Number/Transaction ID** number at the top of the screen, along with the transaction details.

![Confirmation of Payment](image)

*Do not press the browser Back button, use the back or continue buttons below*

Click the **Continue** button to proceed.

![Continue](image)

The **Processing My Credit Card Payment** screen informs you that you will receive a confirmation e-mail containing the transaction details.

![Processing My Credit Card Payment](image)

**Note:**

If you are new to WebAdvisor, this e-mail will also include your WebAdvisor username. Please keep this information to register for future courses.

Click the **OK** button.
The **Class/Payment Acknowledgement** screen confirms your course registration. This information will also be included in the e-mail confirming your transaction details.

![Class/Payment Acknowledgement](image)

Click the **OK** button when you are finished.

If you are new to WebAdvisor, you will receive a second e-mail containing your WebAdvisor password. Please keep this information to register for future courses.

If you have questions or are having trouble navigating through the process, please call (708) 709-3750 for assistance.