



Registering for
Continuing Education
(Non-Credit) Courses

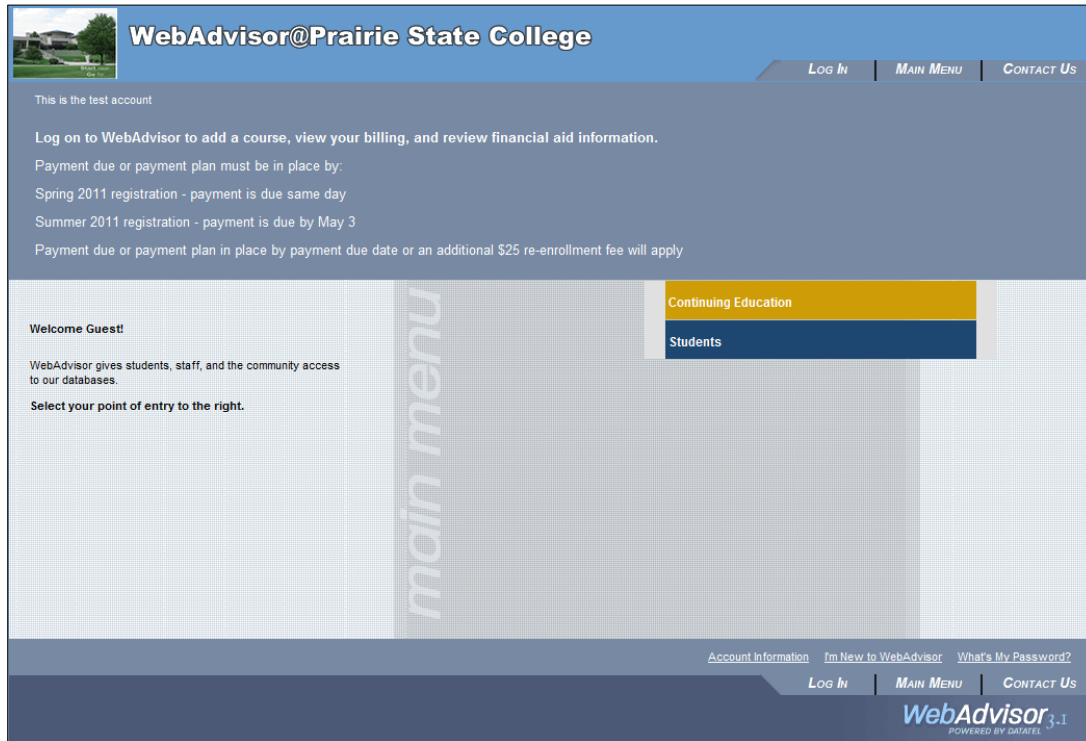
Registering for Continuing Education (Non-Credit) Courses

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

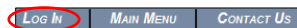
Getting into the System

Access WebAdvisor by navigating your browser to <http://webadvisor.prairiestate.edu>.

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.

Log In

User ID:

Password:

Show Hint:

You are now back to the main WebAdvisor screen. Click the **Continuing Education** button.

Continuing Education

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

Registration
[Register and Pay for Continuing Education Classes](#)
[Register and Drop Sections](#)

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

Continuing Education

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

Registration
[Register and Pay for Continuing Education Classes](#)

Searching for Courses

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

Register and Pay for Continuing Education Classes

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

SUBMIT

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).

Search For (Key Word)

Populate the **Starting On/After Date** and/or **Ending By Date** fields to see courses within a specific time frame.

Starting On/After Date Ending By Date

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.

Classes Meeting After
Classes Ending Before

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

Mon Tue Wed Thu Fri Sat Sun

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

Topic Code
Location
Instructor's Last Name
Business & Industry Contract
Professional/Vocational Dev.
Personal & Social Development
Youth Program(kids At College)
Correctional Facility
Dual Credit

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.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input type="checkbox"/>	PBUS-005-MC (34441) How to Network W/O Leaving You	11/10/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	Off-Campus	11/10/11	12/16/11	To be Announced	0.00		22 / 16
<input type="checkbox"/>	PBUS-050-CI (34447) Improving Teamwork	11/10/2011-12/16/2011 Lecture Wednesday 09:00AM - 09:40AM, Room to be Announced	Off-Campus	11/10/11	12/16/11	To be Announced	0.00		Unlimited

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.

Personal Identification

* = Required

Prefix

First Name* Middle Name Last Name*

Suffix

SSN

E-mail Address*

Mailing Address Line 1*

Mailing Address Line 2

City* State* Zip Code*

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

Are you Hispanic or Latino? Yes No

Select One or More Races

Birth Date*

Gender

Citizenship Country*

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

SUBMIT

Note:

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.

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

Click the **Submit** button to proceed.

SUBMIT

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

Additional Registration Info

All entries on this form are optional.

Educational Goal

Course Name and Title	Reason For Taking	How You Learned of This Class
PIBUS-005-MC (34441) How to Network W/O Leaving You	<input type="text"/>	<input type="text"/>
PIBUS-006-MC (34442) Im Running a Business, Is Soc	<input type="text"/>	<input type="text"/>

SUBMIT

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

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
39.00	PIBUS-005-MC (34441) How to Network W/O Leaving You	12/05/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	12/05/11	12/16/11	To be Announced	0.00		Off-Campus	<input type="checkbox"/>
39.00	PIBUS-006-MC (34442) Im Running a Business, Is Soc	12/05/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	12/05/11	12/16/11	To be Announced	0.00		Off-Campus	<input type="checkbox"/>

Total Amount Due 78.00

Choose one of the following:

Select a payment method to complete registration (check out)

Payment Type

SUBMIT

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:

Select a payment method to complete registration (check out)

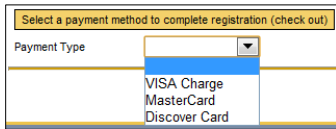
Payment Type

Register now (check out)
Search for more classes
Recalculate total amount

If you selected Search for more classes or Recalculate total amount, click the **Submit** button to proceed.

SUBMIT

If you selected Register now (check out), select your credit card from the **Payment Type** drop-down menu.



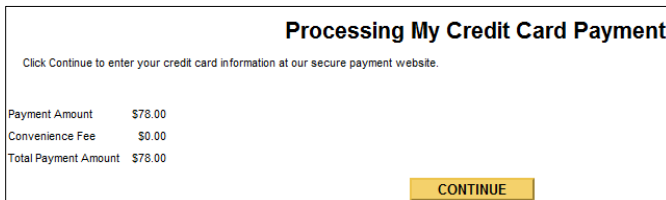
A screenshot of a web form titled "Select a payment method to complete registration (check out)". It features a "Payment Type" dropdown menu with a blue highlight on the "VISA Charge" option. Other visible options are "MasterCard" and "Discover Card".

Click the **Submit** button.



A rectangular button with a yellow background and the word "SUBMIT" in black capital letters.

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

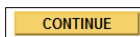


A screenshot of a web page titled "Processing My Credit Card Payment". It includes a sub-header "Click Continue to enter your credit card information at our secure payment website." and a table of payment details:

Payment Amount	\$78.00
Convenience Fee	\$0.00
Total Payment Amount	\$78.00

At the bottom right of the screen is a yellow button labeled "CONTINUE".

Click the **Continue** button to proceed.




A rectangular button with a yellow background and the word "CONTINUE" in black capital letters.

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.


Prairie State College
Start near. Go far.

Please enter your debit or credit card information.

Payment Description	Amount
Payment for classes	\$78.00

* indicates required field

Card Type
*

Card Number * Expiration Date (mm/yy) / * Card Identification Number [*How do I find this?](#)

Card Holder's Information

Card Holder's Name: *

Street Address: *

Apartment/Suite:

City: *

State/APO: *

ZIP Code: *

Country:


Primary Phone Number E-Mail Address

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.


Prairie State College
Start near. Go far.

Please verify that the following information is correct.

Payment Description	Amount
Payment for classes	\$78.00

Card Type: Current Amount Due:

Card Number: Expiration Date:

Billing Address: Email Address:

 Contact Number:

If any of the information needs changed, click the **Go Back** button.

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

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

Prairie State College
Start near. Go far.

Confirmation of Payment
Confirmation Number/Transaction ID: **4604431**
Date/Time Paid: 12/1/2011 11:07 AM Central

Payment Description	Amount
Payment for classes	\$78.00

Card Type: Visa
Card Number: **** 0000
Amount Paid: 78.00

Billing Address: John Doe
111 Main Street
Chicago, IL 60606
United States (US)
Email Address: john.doe@gmail.com
Contact Number:

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

Back Continue

Copyright ©2011 Official Payments Corporation. All Rights Reserved. TERMS OF USE | PRIVACY STATEMENT
Build 1.10.126.23
Debit Card MasterCard VISA
Credit Card DISCOVER MasterCard VISA

Click the **Continue** button to proceed.

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

* You should receive a confirmation email containing the details of your payment. If you do not receive a confirmation email, contact your help desk.

Your payment has been processed. Please click OK to view the details of your transaction.

OK

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									
Thank you for using WebAdvisor!									
Please print this page to keep for your records. Contact our Continuing Education Office if you need further assistance.									
Receipt No	000247264								
Date/Time	12/01/2011 11:07:56								
Merchant	Prairie State College 202 South Halsted Street Chicago Heights IL 60411								
Payer	0337566 John Doe								
You have successfully registered for the following classes:									
Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	
39.00	PIBUS-005-MC (34441) How to Network W/O Leaving You	12/05/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	12/05/11	12/16/11	To be Announced	0.00		Off-Campus	
39.00	PIBUS-006-MC (34442) Im Running a Business, Is Soc	12/05/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	12/05/11	12/16/11	To be Announced	0.00		Off-Campus	
Your account has been charged \$78.00, which includes a \$0.00 convenience fee, and reflects only the successful registrations listed above. Your credit card transaction number is 4604431. In order to use WebAdvisor again, please note that your User ID is jdoe1348. Your WebAdvisor password will be emailed to you.									
Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount				
Visa	0000	FAKED9	4604431	Payment for classes	78.00				
Unsuccessful requests, if any, are listed below:									
Course Name and Title	Meeting Information	Faculty	Location	Message					
No unsuccessful requests									
<input type="button" value="OK"/>									

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

<input type="button" value="OK"/>

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.