TITLE: **Student Registration**		
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Procedure:

Students will need to create a profile on CampusCE before they can be registered. This can be done by the Costumer Service Team or the student themselves.

1) To complete a student registration, select [Registration] then [Student Registration].
2) The prospective student can then be searched in the pane provided.
3) If the student has not created their own student profile, you can create one by selecting [New Student].
4) Once the student has been found proceed to the next tab along the blue ribbon, [Sections]
5) Note: CampusCE recognizes 'classes' as 'sections' (for our purposes, the terms can be used interchangeably)
6) Using the search fields provided, search then select the specific section that relates to the student's registration.
7) Discounts and Fees may be applied using the [Fees/ Discounts] tab.
8) Payments are applied in the [Payment] tab.
9) Select the method of payment, enter the amount to be paid on the right side window and confirm the billing address as well as other necessary information that may apply.
10) When these steps are completed, proceed to the [Confirmation] tab and click [Submit].
11) In order to complete a credit card transaction, the Web Browser's 'Pop-up Blocker' must be <u>disabled</u> or else the credit card information window will not appear.
12) When the payment has been submitted, it is recommended to examine the student's transaction to ensure a [Registered] status instead of [Pending].