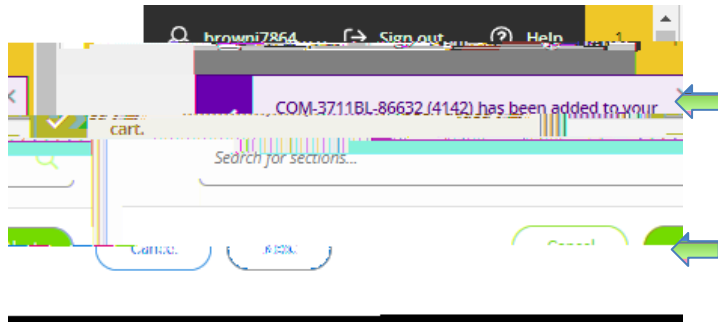


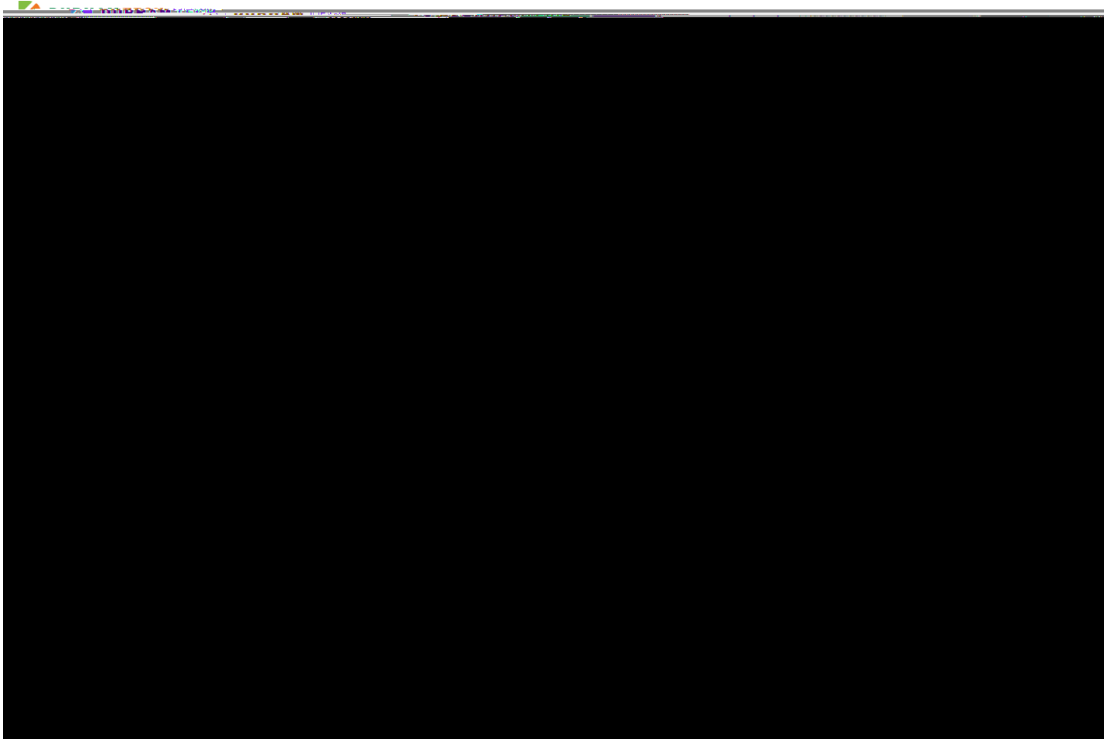
Non-Credit Course Registration and Payment Self-Service Instant Enrollment for New Students

1. Access Self-Service Instant Enrollment at [Self-Service Instant Enrollment for Non-Credit Courses](#)

- Once added, you will see the notification in the top right corner of the screen that the course has been to your cart. Click the NEXT button to move to the personal information page.



- The personal information page will be used to create your student account with the College. Complete information accurately. Be sure to check the box at the bottom of the page to certify that your information is correct in order to submit and move to the next section



Current Address

Address Line 1

Address Line 2

City

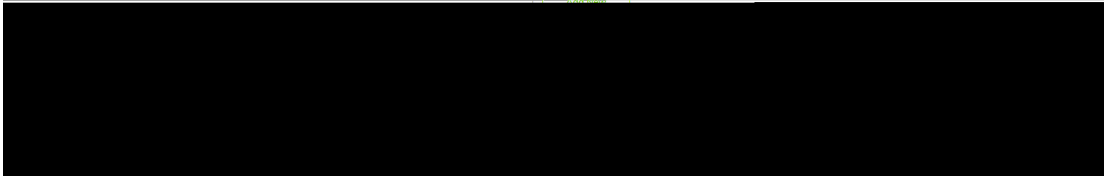
State

Zip

Phone Number

Extension

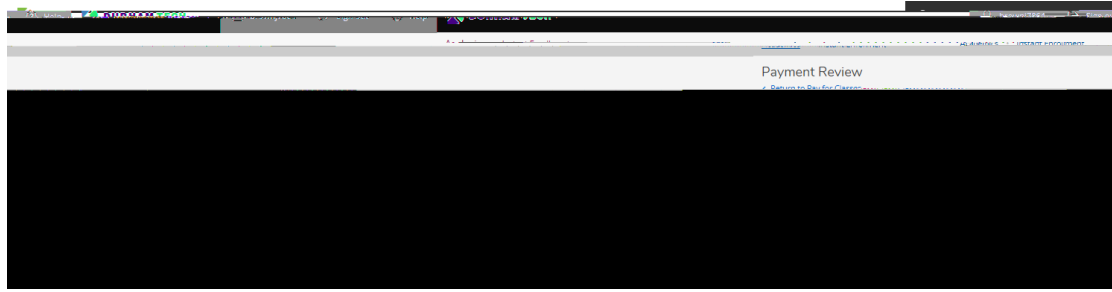
Phone Type



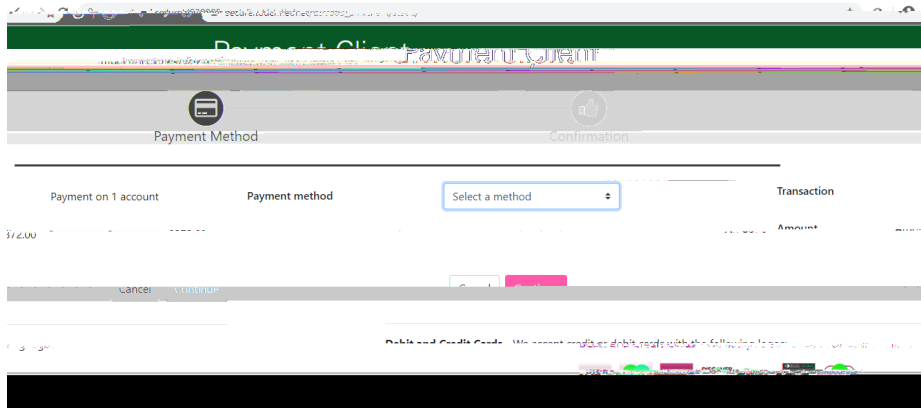
7. Please complete the additional details questions and then click the **submit** button to be taken to the Make a Payment page

8.

10. Review Payment Information, then click Pay Now



11. A new window will open taking you to https://secure.touchnet.net/C30005_pmtclient/standard and will direct you to complete the payment process. Be sure to click Select a Method to choose Electronic Check or Credit/Debit Card option before clicking the Continue button.



12. Once payment has been processed, you will receive an email confirmation similar to the example below.

