

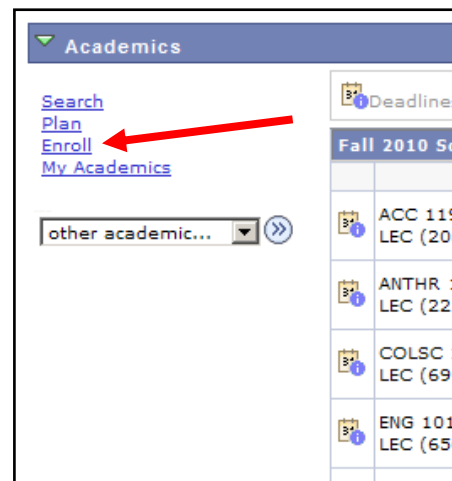
## Enrolling in Classes Through Self Service

Before you can use Self Service, you must activate your MyWCC account at <http://www.sunywcc.edu/mywcc>.

Next, log into MyWCC at <http://www.sunywcc.edu/mywcc>  
Click on Student Center at the top of the page, or click on Self Service in the blue menu and then select Student Center.



Click the Enroll link in the Academics region.

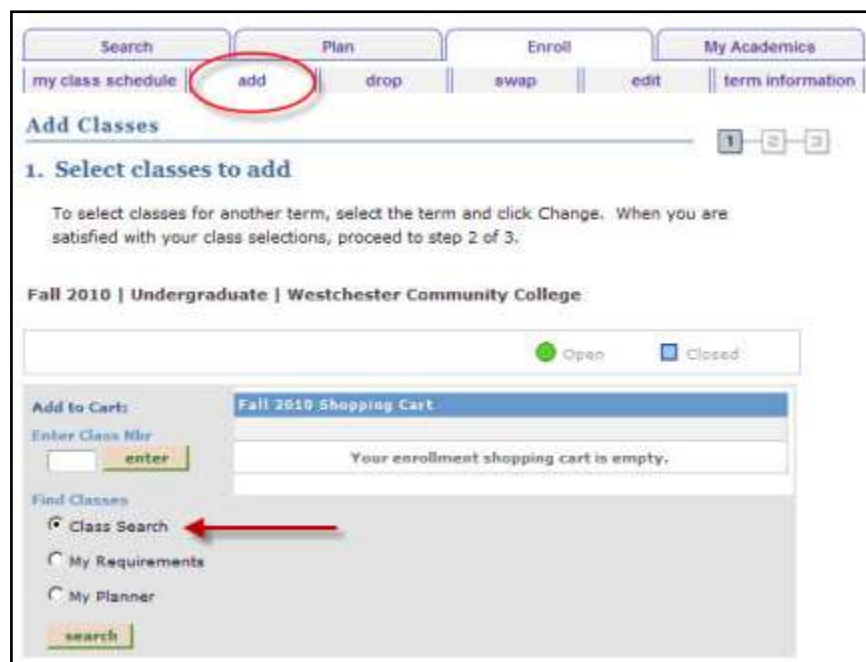


### **STEP A – Search for a class**

If you know the Class Number for the class you want, type it in the Enter Class Nbr box. Otherwise you may search for a class.

Select the radio button for **Class Search**.

Click the **Search** button.



## Enrolling in Classes Through Self Service

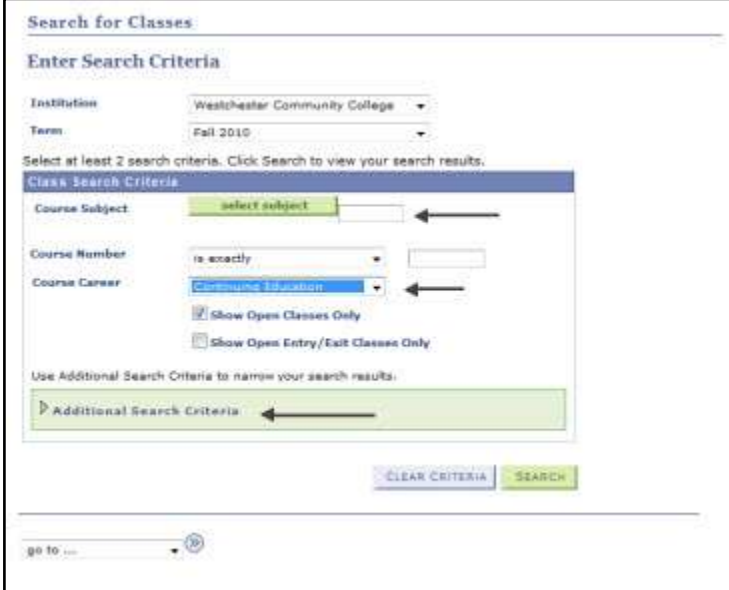
Enter the **Subject** of the class you want (e.g. CE-ART). Or click the **Select Subject** button to search for a subject under the letter C - all Continuing Education class subjects begin with "CE-".

You can enter a **Course Number** (e.g. 2004) if you know it to narrow your search to a specific course.

Be sure **Course Career** is set to Continuing Education.

Make sure the box for "Show Open Classes Only" is checked.

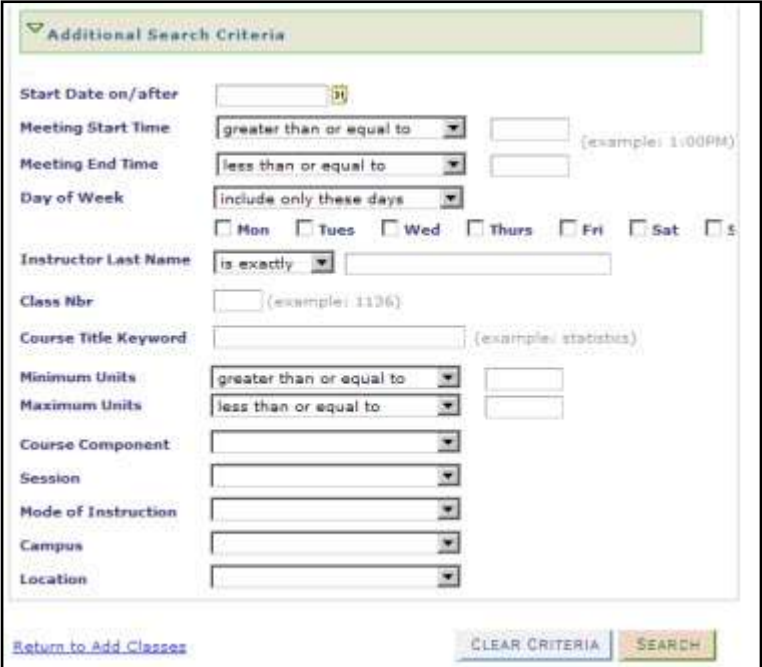
Click **Search** or use the **Additional Search Criteria** link to narrow your search results even more.



Examples:

- "Meeting Start Time" "set to "greater than or equal to" 6:00PM will retrieve only classes that start at or after 6PM.
- "Day of the Week" set to "include only these days" with Mon and Wed checked will retrieve only classes that meet on Monday and Wednesday (or Mon/Wed and another day).
- "Session" set to "Mainstream " will retrieve only classes scheduled in the Mainstream program. Other session options for Continuing Education are "YTH" for programs for children/teens, and "OEE" for online programs that you can begin on demand.
- "Mode of Instruction" set to Online will retrieve only online classes.
- "Location" set to Ossining Extension will retrieve only classes at Ossining. Other locations for CE courses include Center for the Arts, Mount Vernon Extension Center, Peekskill Extension Center, Yonkers Cross County, Mahopac High School, and Port Chester Middle School.

Click **Search** button after you have set all your search criteria.



## Enrolling in Classes Through Self Service

The following classes match your search criteria Course Subject: CE Certification Preparation, Show Open Classes Only: Yes

START A NEW SEARCH

Open Closed Wait List

CE-CERTS 2000 - "Servsafe" Food Service Sanitation & Safety

View All Sections First 1-3 of 8 Last

Section [A-LEC\(21728\)](#) Status: Open [select class](#)

Session: Cont Educ

Days & Times	Room	Instructor	Meeting Dates
Mo 3:00PM - 5:15PM	Valhalla Campus (TBD)	Staff	09/20/2010 - 10/04/2010
Mo 3:00PM - 5:15PM	Valhalla Campus (TBD)	Staff	10/18/2010 - 11/08/2010

Section [B-LEC\(21729\)](#) Status: Open [select class](#)

Session: Cont Educ

Days & Times	Room	Instructor	Meeting Dates
Tu 3:00PM - 5:15PM	Mt Vernon Extension (TBD)	Staff	09/21/2010 - 11/02/2010

Section [C-LEC\(21734\)](#) Status: Open [select class](#)

Session: Cont Educ

Days & Times	Room	Instructor	Meeting Dates
Th 4:00PM - 6:15PM	Valhalla Campus (TBD)	Staff	09/23/2010 - 11/04/2010

Classes that meet your criteria will be displayed.

Note the navigation information at the end of the dark blue banner – only a few of the retrieved classes may be displayed. Use the arrows, first and last links, or the View All Sections link to see additional sections.

To view more information about the class, click on the hyperlink for the class **Section**.

### Class Detail

CE-CERTS 2000 - A "Servsafe" Food Service Sanitation & Safety  
Westchester Community College | Fall 2010 | Lecture

VIEW SEARCH RESULTS [select class](#)

**Class Details**

Status	Open	Career	Continuing Education
Class Number	21728	Dates	9/20/2010 - 11/8/2010
Session	Continuing Education	Grading	Numerical (0-100)
Units	0 units	Location	Westchester Community College
Instruction Mode	In Person	Campus	Community Services
Class Components	Lecture Required		

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
Mo 3:00PM - 5:15PM	Valhalla Campus (TBD)	Staff	09/20/2010 - 10/04/2010
Mo 3:00PM - 5:15PM	Valhalla Campus (TBD)	Staff	10/18/2010 - 11/08/2010

**Class Fees**

Description	Fee
1 CE Tuition(S) ICom Svcs	225.00

**Class Availability**

Class Capacity	25	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	25		

**Description**

Available at Valhalla campus, at Mt. Vernon and Ossining Extension Centers, and at Port Chester Middle School. Mandatory for anyone who handles and/or distributes food. English and Spanish sections available. Prepare for the Dept. of Health Food Protection Certificate exam. Call 914-606-6830 (press 1) for schedule and registration form. Also, meets State Agriculture and Markets education requirements for food purveyors. Textbook required.

VIEW SEARCH RESULTS

### STEP B – Select a class

Once you find the section you want, click **Select Class** or continue to view other sections by clicking **View Search Results**.

**Add Classes** 1 2 3

**1. Select classes to add - Enrollment Preferences**

Fall 2010 | Continuing Education | Westchester Community College

**CE-ART 2041WA - Paint Draw(Ages 13-15) 5 wks**

**Class Preferences**

CE-ART 2041WA-A Lecture Open **Grading** No Grade Associated  
**Units** 0.00

Session Youth  
 Career Continuing Education

Section	Component	Days & Times	Room	Instructor	Start/End Date
A	Lecture	Fr 2:00PM - 4:00PM	Center for the Arts (TBD)	Staff	09/24/2010 - 11/19/2010

Once you click the **Select Class** button for a section you will see

Click **Next**.

**Add Classes** 1 2 3

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Open  Closed  Wait List

**✓ CE-ART 2041WA has been added to your Shopping Cart.**

Fall 2010 | Continuing Education | Westchester Community College

**Add to Cart:**  
 Enter Class Nbr    
 Find Classes  
 Class Search  
 My Planner

Fall 2010 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">CE-ART 2041WA-A (22662)</a>	Fr 2:00PM - 4:00PM	Center for the Arts (TBD)	Staff		<span>Open</span>

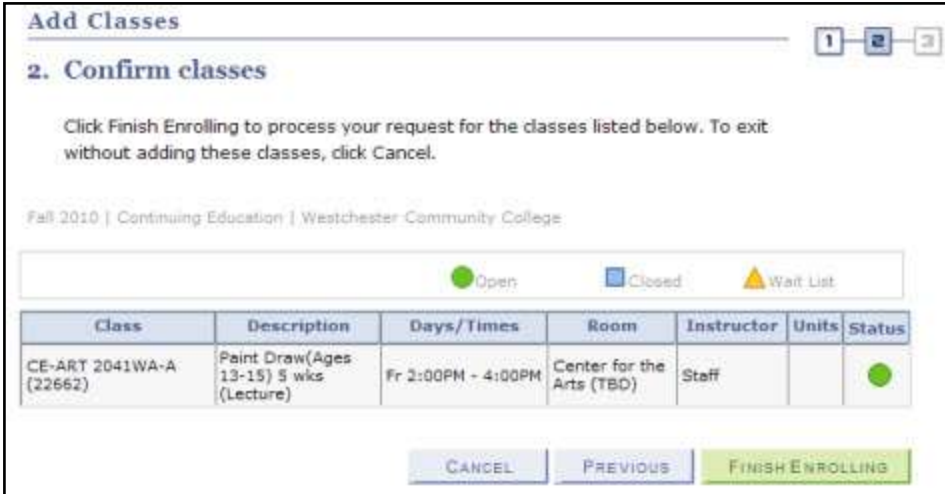
A message will display to say that the class has been added to your shopping cart.

To remove a class from your Shopping Cart, click the trashcan icon next to it.

To select another class, click **Search** and repeat Steps A & B above to select additional class(es).

### STEP C – Enroll in your class(es)

Once you have selected all your classes, click **Proceed to Step 2 of 3** to process the class(es) in your shopping cart.



**Add Classes**

1 2 3

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2010 | Continuing Education | Westchester Community College

Open Closed Wait List

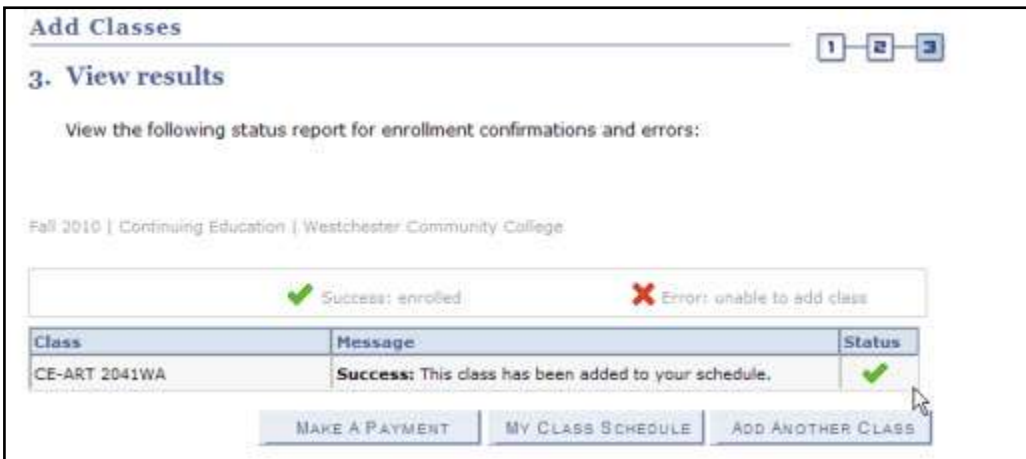
Class	Description	Days/Times	Room	Instructor	Units	Status
CE-ART 2041WA-A (22662)	Paint Draw(Ages 13-15) 5 wks (Lecture)	Fr 2:00PM - 4:00PM	Center for the Arts (TBD)	Staff		Open

CANCEL PREVIOUS FINISH ENROLLING

Review your selected classes. If you need to make any changes click **Previous** to return to your Shopping Cart.

Once you are happy with your class selections, click **Finish Enrolling**

Alternately, you may click **Cancel** to stop the process without enrolling. Be aware that if you cancel, you are not enrolled in the classes and it is possible that the sections may be filled by the time you return to enroll.



**Add Classes**

1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

Fall 2010 | Continuing Education | Westchester Community College

Success: enrolled Error: unable to add class

Class	Message	Status
CE-ART 2041WA	Success: This class has been added to your schedule.	Success

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

View the status report for your enrollment confirmation or errors.

Green check mark = you have been successfully enrolled in the class.

Red "X" = your request could not be processed successfully.

Read any message(s) in the column labeled "**Message**".

If an error occurred and you were unable to enroll in a class, you may need to take an appropriate action.

For example: If you are unable to enroll in a class due to a time conflict with another class, you can select a different class or section of the class that was unsuccessful.

- Click **Add Another Class**
- Use steps A & B above to search for a new section in the Term Schedule
- Delete the initial selected class from your shopping cart before going to step C above.

Once your schedule is satisfactory, click Make a Payment.

Important! Payment must be made for all Continuing Education classes at the time of registration or you will be dropped from the class.

## Enrolling in Classes Through Self Service

**Make a Payment**

**Specify Payment Amount**

Listed below is your total charges by due date. You can pay in full or pay only the outstanding charges due now (i.e: all charge items less than today's date)

What I Owe:		
Description	Outstanding Charges	Payment Amount
	103.25	<input type="text"/>

Currency used is US Dollar.

The total of your course and registration fees will be displayed. Enter this amount in the Payment Amount box.

Note that the total must be paid at the time of registration.

Click Next.

Select your method of payment: Credit Card or Electronic Check. This example will show a credit card payment.




**Make a Payment**

**Confirm Payment**

**i** Your payment of 103.25 USD will be collected through our secure third party payment provider.

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Review the amount to be paid and click Continue to Make Payment.

<b>Payment amount:</b> \$103.25	<b>Account Information</b>
<b>Payment method:</b> Credit card	<b>*Indicates required fields</b>
<b>Credit Card</b> - We accept the following credit cards.	* Card account number: <input type="text"/>
  	* Name on card: <input type="text"/>
	* Card expiration date: 08 2011
	* Credit card type: <input type="text"/>
	* Card Verification Value: (What is this?) <input type="text"/>
	<b>Cardholder Billing Information</b>
	* Billing address: <input type="text"/>
	Billing address line two: <input type="text"/>
	* City: <input type="text"/>
	* State/Province: New York (NY)
	* Postal code: <input type="text"/>
	* Country: UNITED STATES
	E-mail: (Receipt will be sent to this address) <input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

Complete the information about your credit card. You may provide an email address to receive a receipt. Click Continue to complete your payment.

Once you receive a confirmation that your payment has been processed, your enrollment is complete.

Enjoy your class!