Online Registration

at http://citruscollege.edu/ce

The quick and convenient way to register for Community Education (Fee-Based) classes.

Online Instructions

(Recommended browser: Internet Explorer)

**Step 1: Sign In**

Click on the Sign In link on the Options Menu located on the left of the screen.

**New Students:** Click on Create New Student Profile. On the next page, you will be asked to create a Login and a Password; note this information for future reference. Complete the remainder of the profile form and click Submit.

**Returning students:** Enter your username and password, and click Sign In. If you do not remember your password, click on Forgot Your Password to have a temporary password emailed to you. Once you log in, you may edit your profile to create a new password.

**Step 2: Select Courses**

Click on the Courses link on the Options Menu and locate your course by category. Or click on the Search link on the Options Menu and enter search criteria to locate your course. Once you find your course, you may click on the course title to view the full course description. To select the course, click the Check Box, then click Add to My Shopping Cart. On the next page, you will be asked how many students you would like to register:

- **If you are registering just yourself,** leave the number at 1 and click Submit.
- **If you are registering yourself and others for the same course,** enter the total number of students (include yourself) and click Submit. On the next page, you must provide the names of the additional students.

**NOTE:** If you wish to register someone for a course for which you are NOT attending, you must perform a separate Student Profile creation and Course Registration for that person.

When you finish selecting your course, you will reach the My Shopping Cart page. If you wish to register for more classes, click Choose Additional Classes and repeat Step 2. Otherwise, you may proceed directly to Checkout.

**Step 3: Checkout**

Click Checkout to begin the payment process. When you reach the Order Review page, you have the option of canceling your order. Click Continue Checkout to proceed. At the Refund Policy Acknowledgement page, please review the Continuing Education Refund Policy. Click the I Agree button and then Continue Checkout to proceed. At the next page, please review your student profile. Click Edit Profile to make any revisions, otherwise click Continue Checkout to proceed. On the following page, enter the requested credit card information and then Continue Checkout to complete your order.

**That’s it!** You will receive an email confirmation of your registration and transaction. You may also log in at any time to view your current (and past) registrations and transactions.