

How to Register for Continuing Education Courses

1 Browse the courses CFCC has to offer.

- REACH Magazine: CFCC's Continuing Education Course Catalog.
- REACH Magazine Online: Visit <http://cfcc.edu/ce/catalog>.
- Online Course Listing: Visit <http://cfcc.edu/ce> and select the "Register" button.

2 Make note of the course code.

- The course code is a 5 digit code that identifies the course.
- A unique course code is displayed with each course that is available.
- Using the course code makes it easier to search and register for the course online.

3 Register and pay for the course online.

- Register and pay for courses via CFCC's WebAdvisor site.
- Courses listed online will feature a "Register" button that will link to WebAdvisor.
- You can also visit WebAdvisor directly at <http://reg.cfcc.edu>

View the back of this page to see detailed instructions on how to register and pay for course on CFCC's WebAdvisor website.

Other Registration Information

Check the specific course description for special registration information.

Public Safety training students may be eligible for fee waivers.

EMS students must register in person with EMS staff.
For more information call (910) 362-7770.

Questions?

Call (910) 362-7370 or Email conedhelp@cfcc.edu

Register and Pay for Courses on WebAdvisor

- 1 Make sure you know your **course code**!
- 2 Visit CFCC's WebAdvisor website at <http://reg.cfcc.edu>.
- 3 Click on the **yellow box** to the right, titled CONTINUING EDUCATION.
- 4 Under REGISTRATION, click on **Register and Pay for Continuing Education Classes**.
- 5 Enter the course code into the field labeled **Course Code Number**. Only the course code is needed. You do not need fill in any other search criterion.
- 6 Click **Submit** to complete the search and display the course.
- 7 Select the course by clicking on the **checkbox** to the left of the course title. Scroll down and click **Submit**.
- 8 The next step requires you to complete a **Personal Identification form**. Type in all required information indicated by a red asterisk.
- 9 Click the checkbox labeled **YOU MUST CERTIFY IN ORDER TO PROCEED**, then click on **Submit**.
- 10 Complete the remaining form fields, and then **pay for the course** using a credit or debit card.
- 11 Be sure to click the **Okay** button to complete the transaction.
- 12 Once you complete the payment, you will receive a **confirmation email** which also represents your **receipt and registration information** for the class. This email will include the title of the course, your student ID number and the amount you paid for the course.

Registration Tips

On the Register and Pay for Continuing Education Classes page, You can also search for courses using keyword.

Do not use the web browser's back button or close the web browser while registering you will loose your place.