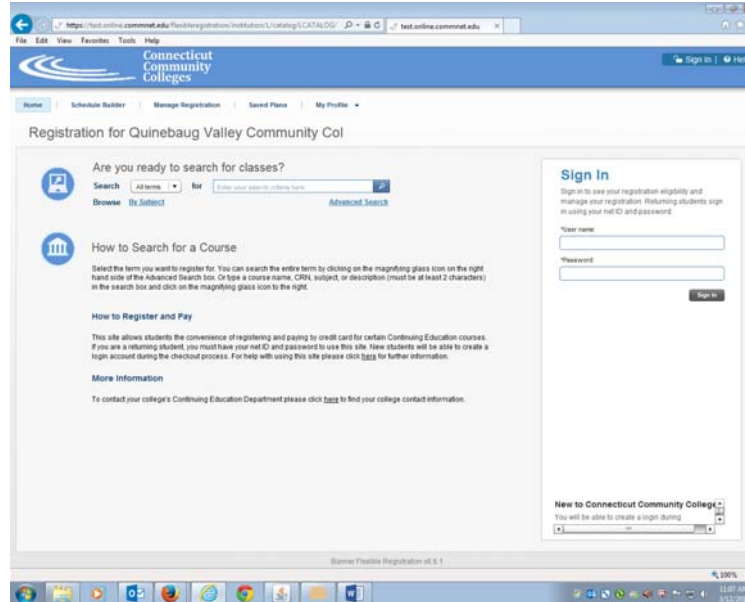




Welcome to QVCC's Non-Credit Online/Flexible Registration For Non-Credit Courses



*** IMPORTANT ***

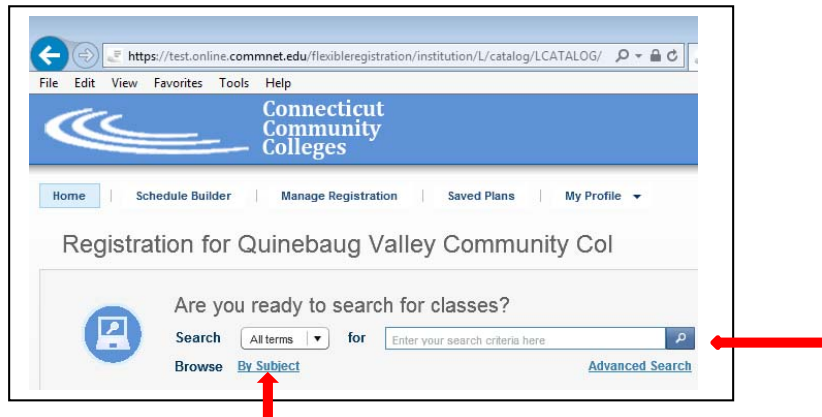
- Do not use your internet browser's BACK button while in Flexible Registration.
- Press OK to any security popups during the registration and payment process.
- MasterCard, Visa and Discover Cards are acceptable forms of payment.
- DO NOT log out until a final invoice and payment confirmation has been generated.

Step 1

If you are a returning student and know your QVCC Net ID (@01234567) please sign in using your ID and password, otherwise go to Step 2.

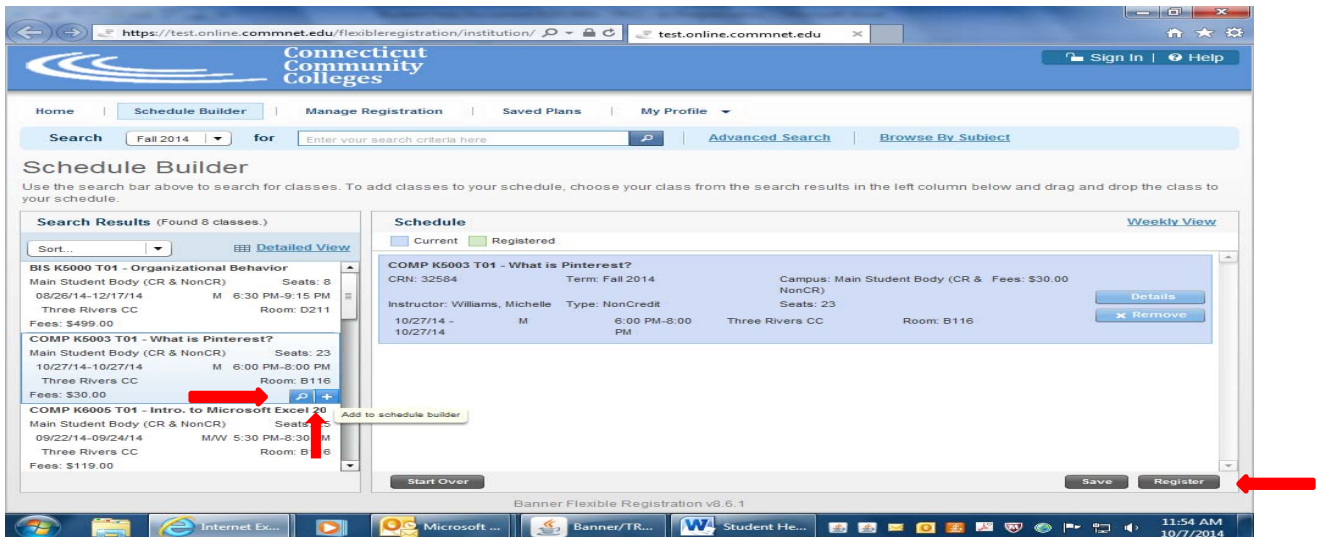
Step 2

Begin your course search by choosing a **Term** and clicking on the magnifying glass.



Step 3

Choose your class(es) from the available courses on the Schedule Builder. Drag or click on the “+” symbol to add a course to your Schedule/Cart. *NOTE: Course CRNs are visible in the “Detailed View.”*

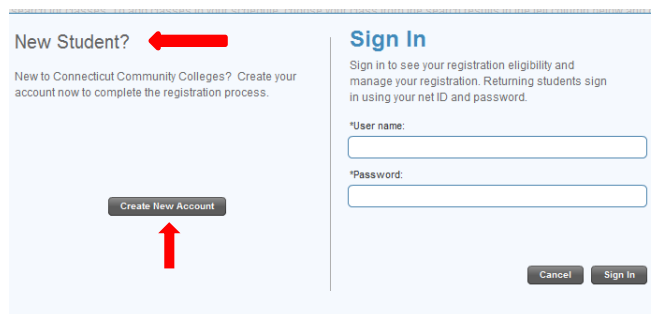


Step 4

Click “**Register**” when completed with course selection.

Step 5

If you are a new student to the Connecticut Community College System, do not have a Net ID and have not signed in, please create new account now by clicking on “**Create New Account**”.



Step 6

To create a new student account, enter the required information and click **“Submit”**.

Connecticut Community Colleges

Home | Schedule Builder | Manage Registration | Saved Plans | My Profile

Search Fall 2014 for Enter your search criteria here Advanced Search Browse By Subject

Create New Account

Create a new account for yourself.

Account Details

*First name:

*Last name:

Middle name:


Suffix:

*SSN/SIN/TIN (no dashes):

*Birthdate (MM-DD-YYYY):

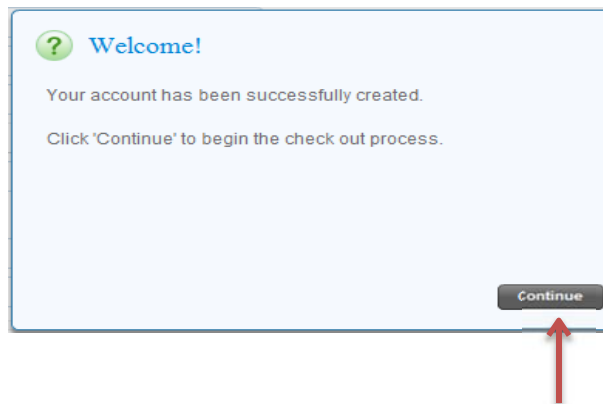
Security Check

I agree with the [acceptable use policy](#).

 Try another *Please type the text you see in the image. Help

Cancel Clear field values Submit

Once your account is successfully created, you will see the “Welcome!” popup:

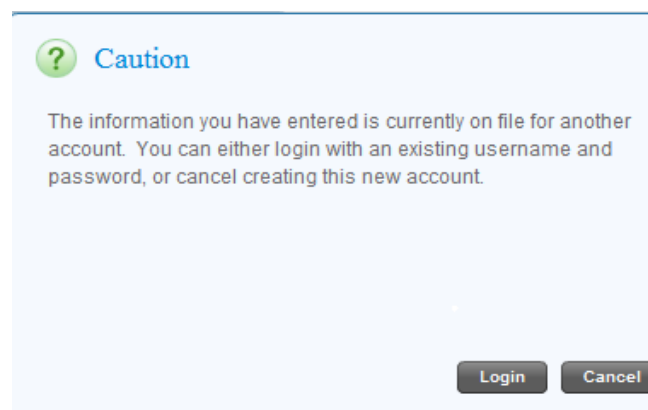


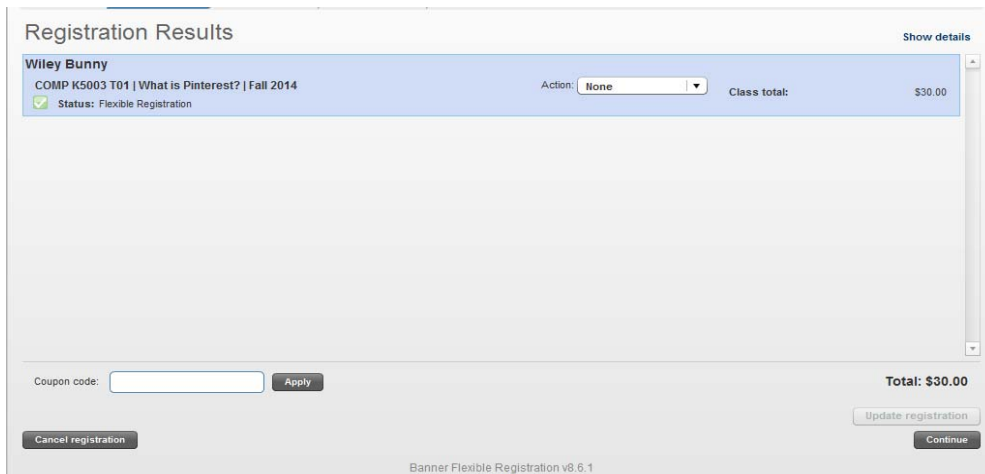
Step 7

Click **Continue** to complete the registration process.

If you do not receive the “Welcome!” page, it may be due to someone else having the same name as you do or some other exception or commonality.

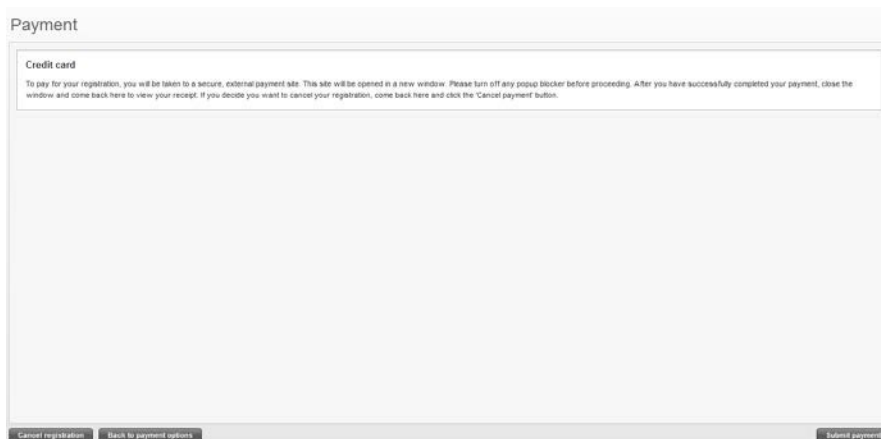
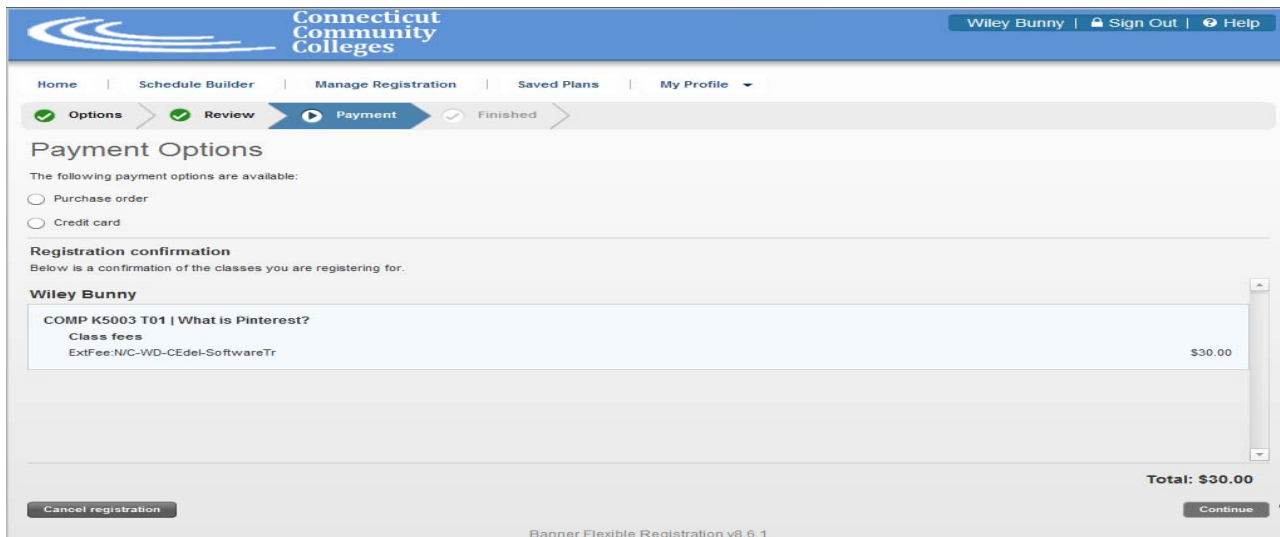
If you know your Net ID and password, select Login to sign in. If you need to check further, select **Cancel**. You will be re-directed to the biographical page where you can re-check what you’ve entered.





Step 8

Now you will be taken to the **Registration Results** screen. You can still drop a class from your shopping cart at this point. To complete your registration, click on **Continue**.



At this point, you need to click through a series of screens indicating that you wish to go ahead, pay, and register for your course(s). After clicking **“Yes”** on the **External Payment Confirmation** popup screen, you will be redirected to QVCC’s TouchNet Payment gateway.

The Connecticut Community Colleges accept MasterCard, Visa or Discover Card for credit card payment. On the first screen, enter the credit card information and click “Continue” to move on to the next payment screen.

Please enter the payment and billing information for the credit card you are using. Required information is indicated by an “*”. Please note that the email entered in the billing information section is where the payment receipt is sent. To submit your transaction details, click the “Continue” button at the bottom of your screen.

Details about QVCC’s Community Engagement cancellation and refund policies can be found at: <http://www.qvcc.commnet.edu/ce/register.asp>

To complete payment, click the **“Submit Payment”** button at the bottom of your screen. You must complete the payment process to reserve your seat in the course or you will not be registered.

A confirmation email will be sent to the email address you entered in the billing information section. Please print your Email Payment Receipt for your records.

-----Original Message-----
 From: SO-CreditCardSupport@commnet.edu [mailto:SO-CreditCardSupport@commnet.edu]
 Sent: Tuesday, October 07, 2014 12:40 PM
 To: Me
 Subject: Thank you for your payment

Thank you for your payment!

This is an automated message to confirm that your payment has been submitted.

Transaction Type -- [01676653-Bunny,Wiley] Payer -- [STUDENT_NAME] Amount -- [\$30.00]
 Masked Account Number -- [xxxxxxxxxxxx5454] Confirmation Number -- [20141007000000]

Please do not reply to this message. For more information, please visit <http://www.commnet.edu>. Please do not respond to this email. Please call your college directly if you have any questions. A list of college contacts can be found at <http://www.commnet.edu/contactus.asp>

Final Invoice

Your registration is complete. Please print this page for your records by clicking the 'Print' button at the bottom right of this screen.

An email confirmation has been sent to the email account provided.

Name: Wiley Bunny
 Payment method: Credit card
 Date: Oct 07, 2014

Schedule

COMP K5003 T01 | What is Pinterest?

Term: Fall 2014 CEU hours: 0.200
 CRN: 32584 Grade mode: 60 passing Numerical Non-Cred
 Schedule type: NonCredit Course level: TRCC Non-Credit
 Instructor: Williams, Michelle

Start date	End date	Days	Start time	End time	Campus	Building	Room
Oct 27, 2014	Oct 27, 2014	M	6:00 PM	8:00 PM	Main Student Body (C	Three Rivers CC	B116

Students Registered for this section:

Wiley Bunny

Invoice

Wiley Bunny

COMP K5003 T01 | What is Pinterest?

Class fees

ExtFee:NC-WD-CEdel-SoftwareTr \$30.00

Fall 2014 activity

Pmt:Web Credit Card (Op Fund) -\$30.00

Total: \$0.00

[Go back home](#) [Print](#)

You have successfully registered for a non-credit online class. Your Final Invoice will display. You have the option to print it or navigate back to the Home page.