

Continuing Education Online Registration

This document will demonstrate how to search and register for Workforce & Continuing Education courses in the Pirate Portal.

Note: The images in this documentation were taken on a Windows computer using Google Chrome. Some images may not reflect what is on your device if you are using a different browser or device.

1) In the Pirate Portal, click Register for classes



2) Click Register for Classes again



3) Click the Select a term drop down box and choose a CE term

How w	ould you like to search? 0	
🔵 Term	🔿 Date Range 🕕	
Terms Ope	en for Registration	
Select a	term	
		Q
CE Seco	nd Quarter 2022-2023	
Fall 202	2	
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Note: Continuing Education Terms will always begin with "CE". Your course term can be found in the WCE schedule, located at <u>https://www.VictoriaCollege.</u> edu/WCE.



- 4) Search for classes
 - a. Option 1: Register by CRN. Click the Enter CRNs tab. In the CRN field, enter the 5-digit CRN located with your specific course of interest in the WCE schedule, which can be found at <u>https://www.VictoriaCollege.edu/WCE</u> and then click Add to Summary.

Note: Continuing Education CRNs always start with the number 4.

Find Classes	Enter CRNs	Schedule and Options
Enter Cour	se Reference	e Numbers (CRNs) to Register
Term: CE Seco	nd Quarter 2022-2	023
CRN	nother CRN	dd to Summary

b. Option 2: Search by subject. In the Subject field, enter the 4 letters located in the course number listed under the course title in the WCE schedule, which can be found at <u>https://www.VictoriaCollege.edu/WCE</u> and then click Search. All courses offered in the selected term with that subject will display.

Find Classes	Enter CRNs Schedu	le and Options
Enter Your Se Term: CE Secon	arch Criteria 🕕 d Quarter 2022-2023	
	Subject	hart
	Course Number	Air Conditioning
	Keyword	
	Instructional Methods	
	Part Of Term	
		Search Clear Advanced Search
		Search Clear + Advanced Search



View results list and determine correct course. Click Add.

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Title	\$	Subjec	Course	Sectio	Hours	CRÑ	Term	Instructor	Meeting Times	Campu	Status	Attribute	Linked Sections	Add
PA Technician Certification Lecture		н	1	M01	1	4	CE S Q 2 2	Michael L Cano (Primary)	S M T W T F S 05:00 PM - 10:00 PM Type: Class Building: ETC Conference & Education Ctr Room: 303 Start Date: 12/12/2022 End Date: 12/14/2022	E Te C	12 of 12 seats remain.			Ad

- c. **Option 3**: See All Classes. Click **Search** and an entire list of courses offered for that quarter will appear.
- d. *Option 4*: Search by Location. Click Advanced Search and then click the **Campus** field. Choose one or more options and then click **Search**.
- 5) Review enrollment in the bottom right **Summary** box

Note: Your registration status is **Pending**. You are NOT registered in the class.

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6) Click Submit. Once submitted, status will change from Pending to Registered.

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