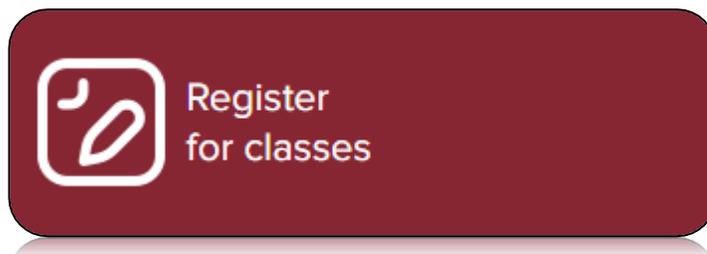


# Continuing Education Online Registration

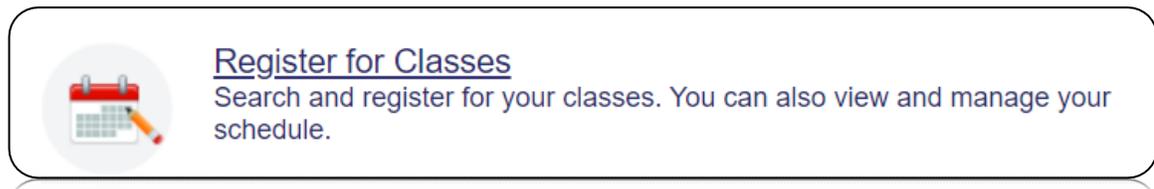
This document will demonstrate how to search and register for Workforce & Continuing Education courses in the Pirate Portal.

*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.*

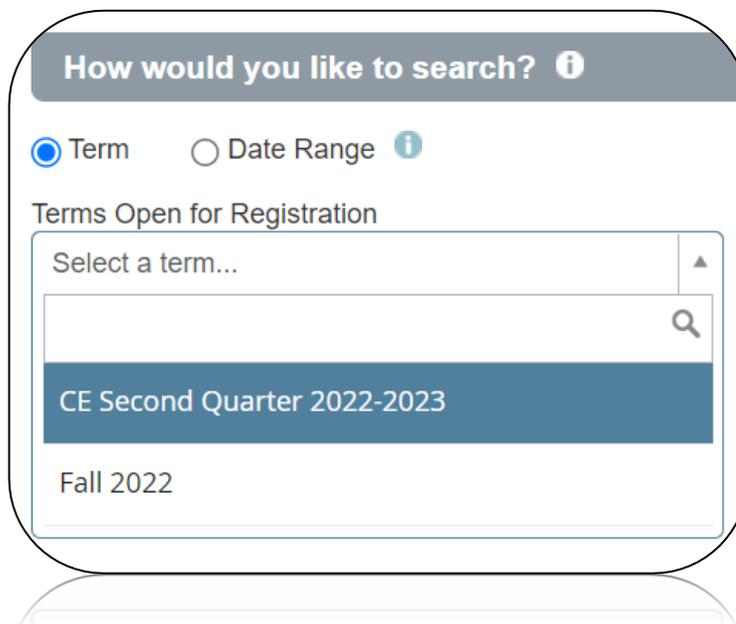
- 1) In the Pirate Portal, click **Register for classes**



- 2) Click **Register for Classes** again



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

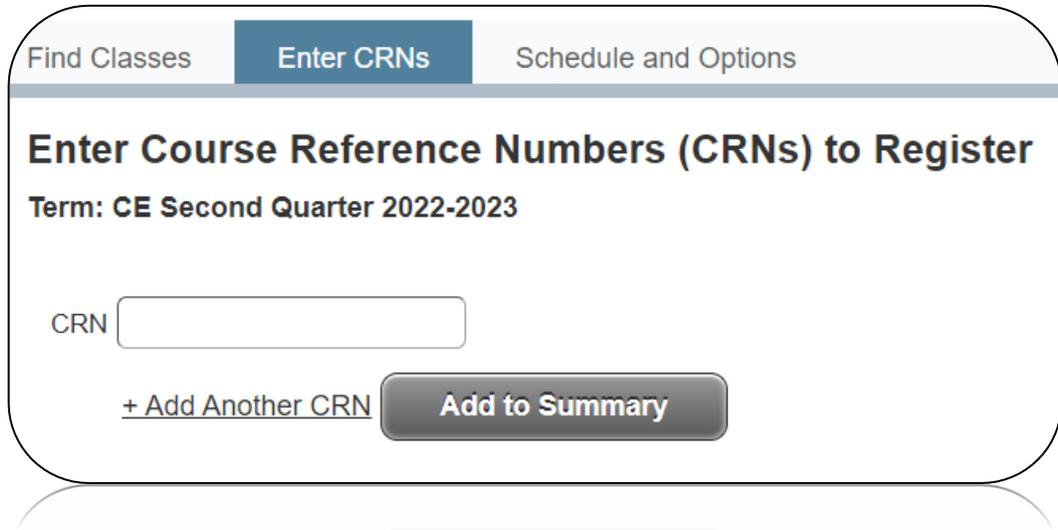


*Note: Continuing Education Terms will always begin with "CE". Your course term can be found in the WCE schedule, located at <https://www.VictoriaCollege.edu/WCE>.*

4) Search for classes

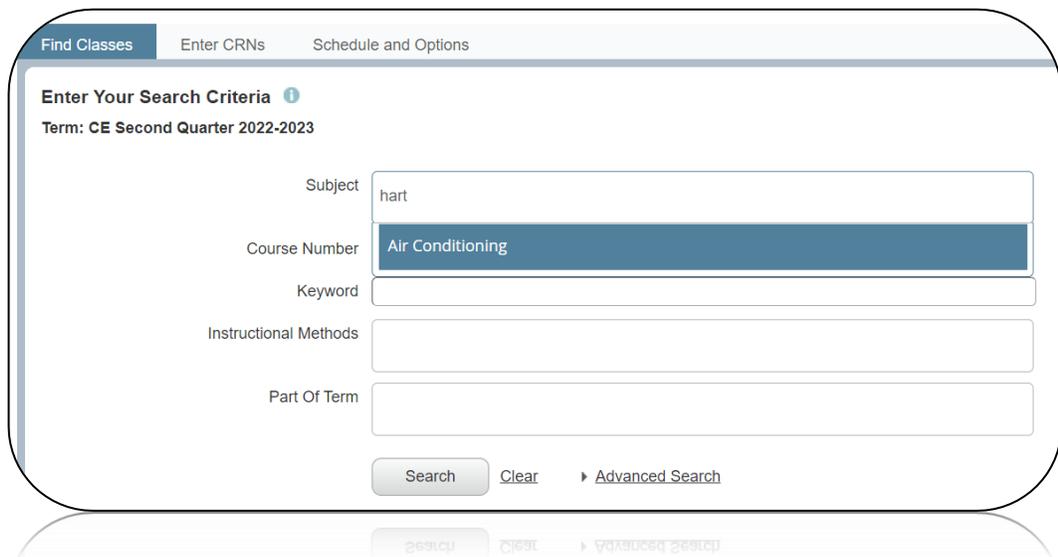
- a. **Option 1:** Register by CRN. Click the **Enter CRNs** tab. In the **CRN** field, enter the 5-digit CRN located with your specific course of interest in the WCE schedule, which can be found at <https://www.VictoriaCollege.edu/WCE> and then click **Add to Summary**.

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



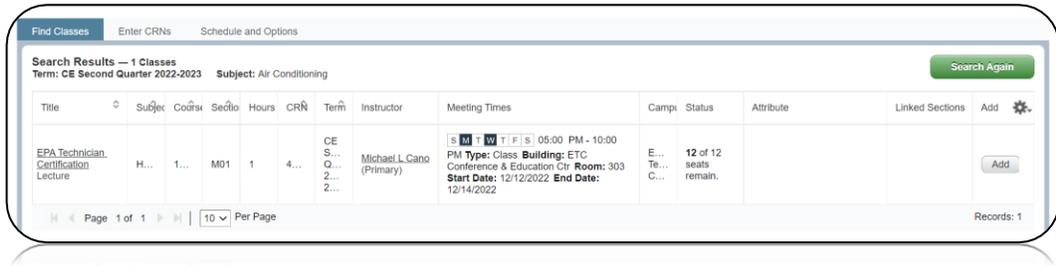
The screenshot shows a web interface with three tabs: "Find Classes", "Enter CRNs" (which is selected and highlighted in blue), and "Schedule and Options". Below the tabs is a heading "Enter Course Reference Numbers (CRNs) to Register" and a sub-heading "Term: CE Second Quarter 2022-2023". There is a text input field labeled "CRN" which is currently empty. Below the input field is a link "+ Add Another CRN" and a dark grey button labeled "Add 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 <https://www.VictoriaCollege.edu/WCE> and then click **Search**. All courses offered in the selected term with that subject will display.



The screenshot shows a web interface with three tabs: "Find Classes", "Enter CRNs", and "Schedule and Options". Below the tabs is a heading "Enter Your Search Criteria" with an information icon. The sub-heading is "Term: CE Second Quarter 2022-2023". There are five search criteria fields: "Subject" (containing "hart"), "Course Number" (with a dropdown menu showing "Air Conditioning" selected), "Keyword", "Instructional Methods", and "Part Of Term". At the bottom, there are three buttons: "Search", "Clear", and "Advanced Search".

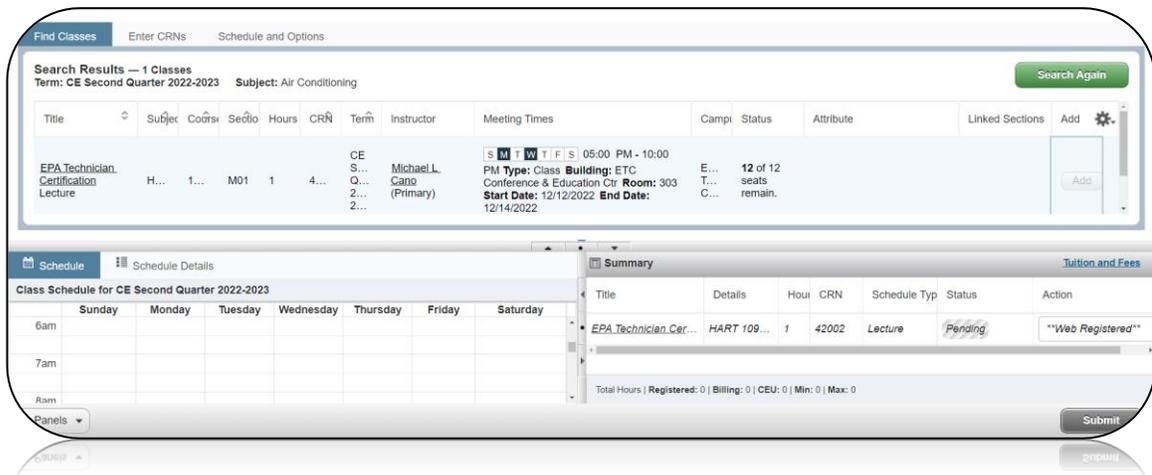
View results list and determine correct course. Click Add.



- 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.*



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

