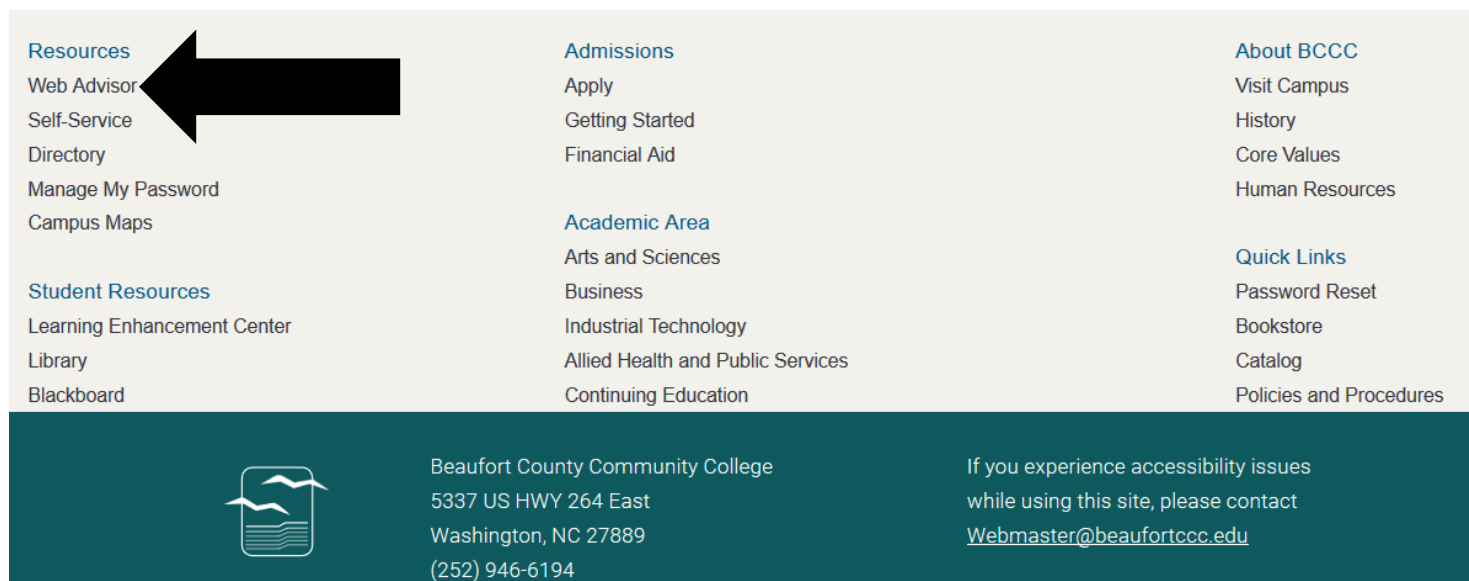



## HOW TO REGISTER FOR CONTINUING EDUCATION CLASSES BEAUFORT COUNTY COMMUNITY COLLEGE WEBADVISOR

1. Browse to <http://www.beaufortccc.edu>, scroll to the bottom of the page, and click on the WebAdvisor button.

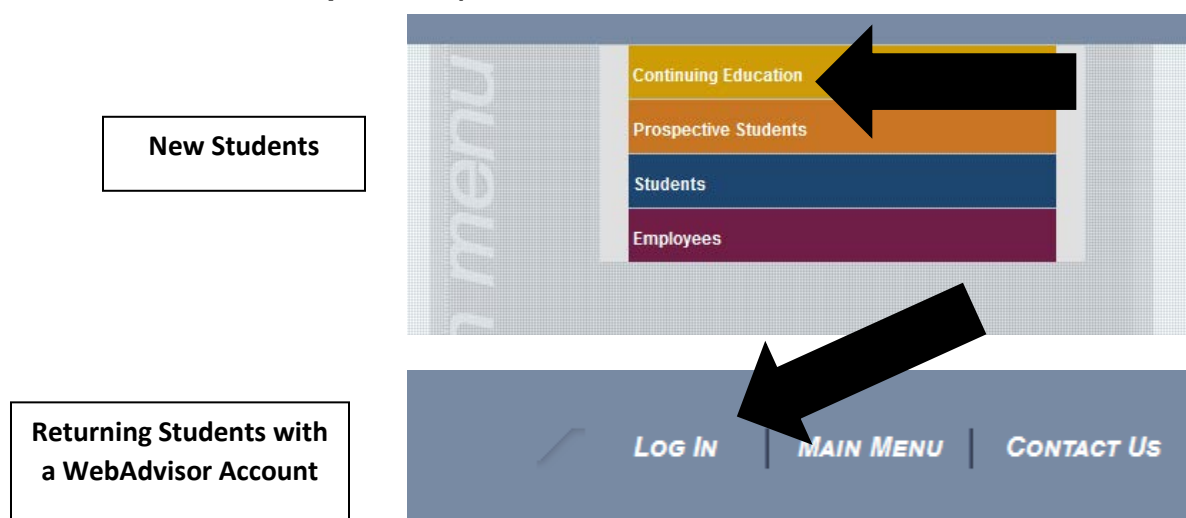


<a href="#">Resources</a>	<a href="#">Admissions</a>	<a href="#">About BCCC</a>
<a href="#">Web Advisor</a>	<a href="#">Apply</a>	<a href="#">Visit Campus</a>
<a href="#">Self-Service</a>	<a href="#">Getting Started</a>	<a href="#">History</a>
<a href="#">Directory</a>	<a href="#">Financial Aid</a>	<a href="#">Core Values</a>
<a href="#">Manage My Password</a>	<a href="#">Academic Area</a>	<a href="#">Human Resources</a>
<a href="#">Campus Maps</a>	<a href="#">Arts and Sciences</a>	<a href="#">Quick Links</a>
<a href="#">Student Resources</a>	<a href="#">Business</a>	<a href="#">Password Reset</a>
<a href="#">Learning Enhancement Center</a>	<a href="#">Industrial Technology</a>	<a href="#">Bookstore</a>
<a href="#">Library</a>	<a href="#">Allied Health and Public Services</a>	<a href="#">Catalog</a>
<a href="#">Blackboard</a>	<a href="#">Continuing Education</a>	<a href="#">Policies and Procedures</a>


 Beaufort County Community College  
 5337 US HWY 264 East  
 Washington, NC 27889  
 (252) 946-6194

If you experience accessibility issues while using this site, please contact [Webmaster@beaufortccc.edu](mailto:Webmaster@beaufortccc.edu)

2. Click on the “Continuing Education” icon. (Note: If you are a returning student, click the “Log In” tab to sign in with your username and password. This will allow you to bypass having to re-enter your personal information later in this process.)



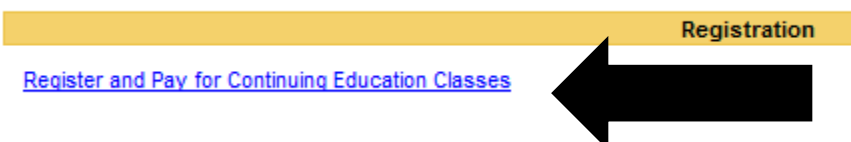
**New Students**

Continuing Education  
Prospective Students  
Students  
Employees

**Returning Students with a WebAdvisor Account**

LOG IN | MAIN MENU | CONTACT US

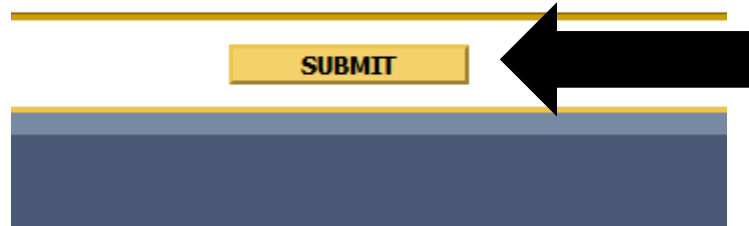
3. Click on “Register and Pay For Continuing Education Classes”.



Registration

[Register and Pay for Continuing Education Classes](#)

4. Leave all the fields empty. Click on the Submit button at the bottom of the page.



5. Navigate through the classes and click the check box beside the course(s) that you want to register for. Click the Submit button at the bottom of the page when you are done to proceed to the next step in the registration process.

<input type="checkbox"/>	<a href="#">Estate: General Update</a>	
<input checked="" type="checkbox"/>	<a href="#">SEF-3001UPD-05 (32175) Real Estate: General Update</a>	05/02/2019-0
<input checked="" type="checkbox"/>	<a href="#">TRA-3607TDT-84 (32051) CDL: Truck Driver Training</a>	04/28/2019-0 04/28/2019-0 01:00PM - 06
<input type="checkbox"/>	<a href="#">TRA-3607TDT-89 (32584) Nutrien: CDL Class A</a>	07/08/2019-0 01:00PM - 05 Classroom H

6. Complete the Registration Form. Click the Submit Button.

**CONTINUING EDUCATION**

**Personal Identification**

Since you have not logged in to WebAdvisor, we need to identify who you are before we can register you. Please provide as much information as possible (we do not sell your information to mass marketers register for any Continuing Education or non-degree classes.

Check the certification box at the bottom of the form before submitting your information.

Note: If you have previously provided information to the institution, entering different information on this form will not update any existing records.

\* = Required

Prefix

First Name\*  Middle Name  Last Name\*

Suffix

SSN

E-mail Address\*

Mailing Address Line 1

Mailing Address Line 2

City\*  State\*  Zip

County

Country (only if foreign)

Phone Number	Extension	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Birth Date

Gender

Ethnic Group

Citizenship Country\*

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

**SUBMIT**

**7. Complete the Educational Goal and Reason for Taking fields. Please note these are optional and can be left blank. Click the Submit button.**

CONTINUING EDUCATION

### Additional Registration Info

All entries on this form are optional.

Educational Goal

---

Course Name and Title	Reason For Taking	How You Learned of This Class
SEF-3001UPD-05 (32175) Real Estate: General Update	<input type="text"/>	<input type="text"/>

**SUBMIT**

**8. Complete the payment information. Click the Submit button.**

CONTINUING EDUCATION

### Pay for Classes

NOTE: Your credit card will be charged if you select "Register now (check out)."

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

\* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
50.00	SEF-3001UPD-05 (32175) Real Estate: General Update	05/02/2019-05/02/2019 Classroom Hours Thursday 08:30AM - 12:30PM, Bldg 008, Room 0829	05/02/19	05/02/19	D. Lambeth		0.40	Main Campus	<input type="checkbox"/>

Total Amount Due 50.00

Choose one of the following:

Select a payment method to complete registration (check out)

Payment Type

**SUBMIT**

[LOG IN](#)

**9. The Processing My Credit Card Payment screen will appear. Click the Continue button.**

CONTINUING EDUCATION

### Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount	\$50.00
Convenience Fee	\$0.00
Total Payment Amount	\$50.00

**CONTINUE**

10. You are now at the ACI website. Enter your Payment Information and click Continue. **\*\*Note: You MUST click the Continue button to finish your registration and receive an emailed confirmation.**



## Beaufort County Community College

Powered by  
OFFICIAL  
PAYMENTS

### Beaufort County Community College

Tuition & Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

#### Payment Amount

\$  .00

#### Payment Method

New Card

Card Number      Expiration Date      Security Code      [What is this?](#)

-- --  -- --



[Cancel](#)

Please note you will not be charged until you Submit at end.

[Continue](#)

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Official Payments Corporation is licensed as a money transmitter by the New York State Department of Financial Services, the Georgia Department of Banking and Finance, and by all other states and territories, where required. NMLS #936777.



11. Your registration is complete! Thank you for using WebAdvisor!