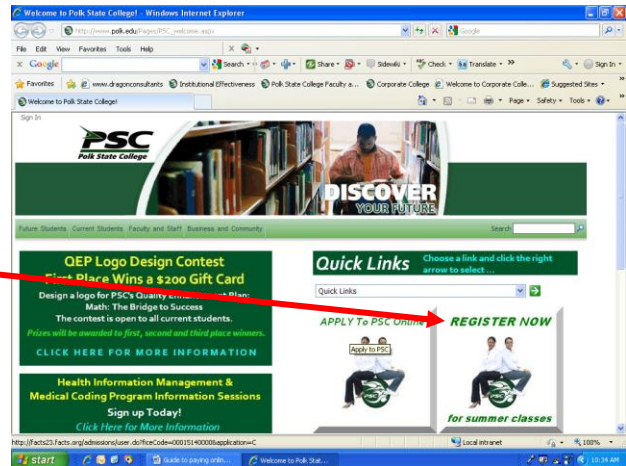


# Non-credit registration & payment directions for Polk State College

## ► STEP 1

Go to [www.polk.edu](http://www.polk.edu).

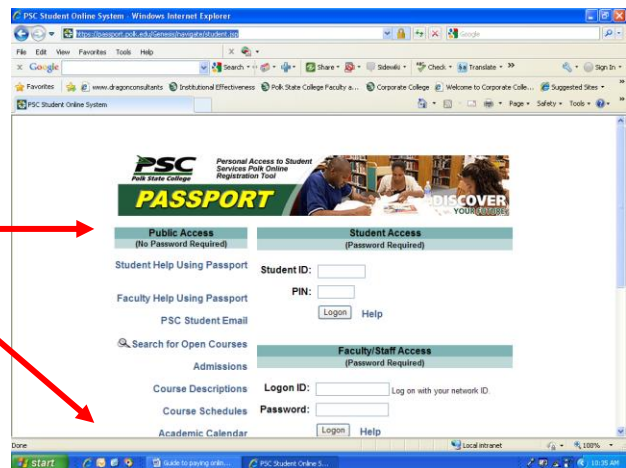


## ► STEP 2

Click the [Register Now](#) button.

## ► STEP 3

If this is your first time taking a class, **scroll down** and click the link [Non-credit Student Home](#). This is located on the very bottom of the left side of the screen, under the **Public Access** heading.

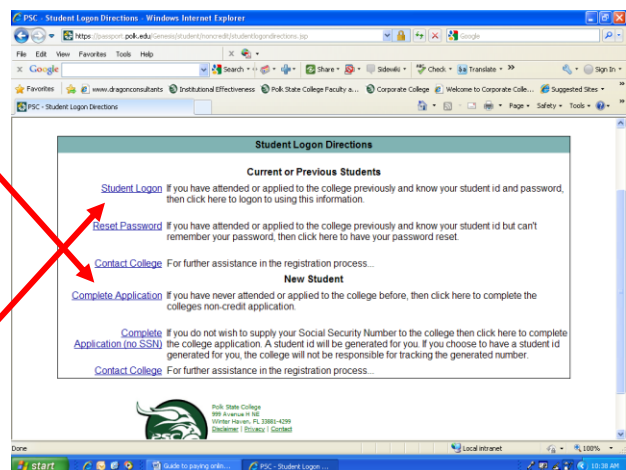


If this is not your first time taking a class, skip this step and move on to **STEP 4**.

## ► STEP 4

Click on the **Complete Application or Complete Application no SSN** link.

**NOTE:** If you choose the 'no SSN' link, the college will not be responsible for tracking your records; **you** will be responsible for recording and remembering your random-generated student ID that will result from this type of application entry. Only student records with the Social Security number can be tracked.



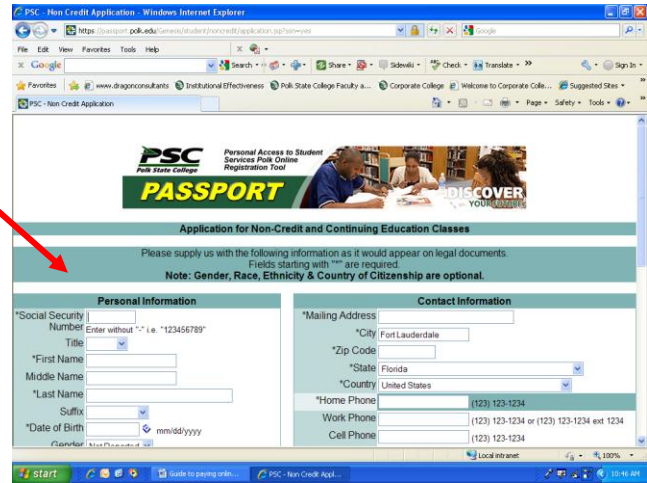
**NOTE:** If you have already taken a class before or have already completed an application, click the **Student Login** link. Enter your **Student ID** and **PIN**. Student ID can be your Social Security # (if you provided it), or the random generated Student ID that our system assigned to you if you did not provide your Social Security number. The *default* PIN is your birth month and year (MMYY). *Example:* If you were born in January 1975, your default PIN is 0175. (It is highly recommended you change this default number after you log in; click on **Home** then **Profile** link at the top of the page.)

# Non-credit registration & payment directions for Polk State College

## ► STEP 5

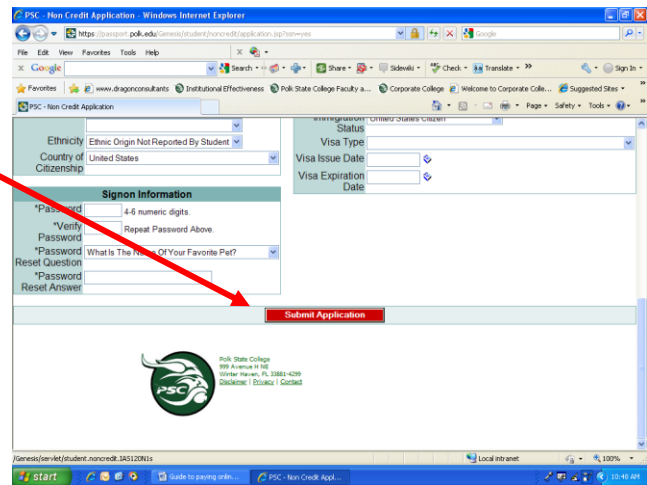
Enter your information. Fields with a \* are *required*. Scroll down as needed to complete all fields on both sides of the screen.

**NOTE:** The only difference between the two types of non-credit applications is that the Social Security Number is a required piece of information when you choose the “Complete Application” link. The “Complete Application no SSN” does not require the Social Security Number. All other required information is the same.



Click on the red **Submit Application** button to submit your application.

**NOTE:** If any information is not in a format acceptable by the application form, an error message will appear. Correct the error(s) and resubmit the form.

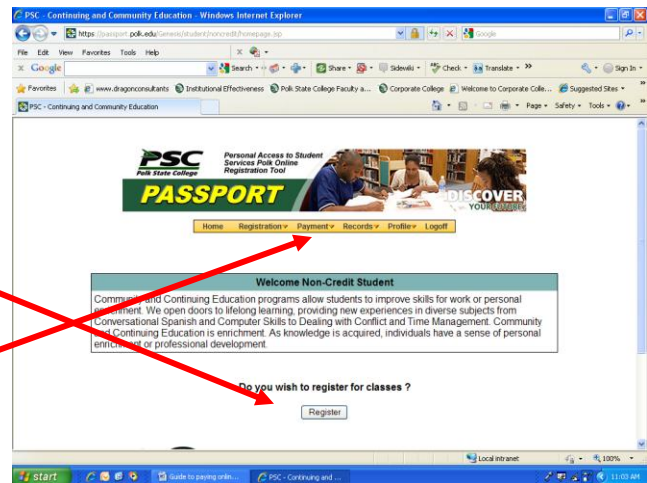


## ► STEP 6

The “Welcome Non-Credit Student” screen appears.

Click the **Register** button. Continue to **STEP 7**.

**NOTE:** If you have already registered and only need to pay for your class(es), just click on the **Payment** link at the top of the screen, and choose **Credit Card**.



Skip down to **STEP 10(a)**

# Non-credit registration & payment directions for Polk State College

## ► STEP 7

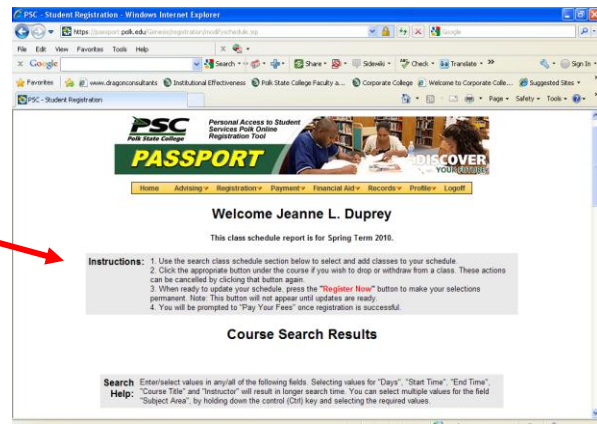
Choose the term you want to register for. As a rule of thumb, here are term ranges:

- Spring is mid-December – early May
- Summer is early May – early/mid August
- Fall is early/mid August – mid December



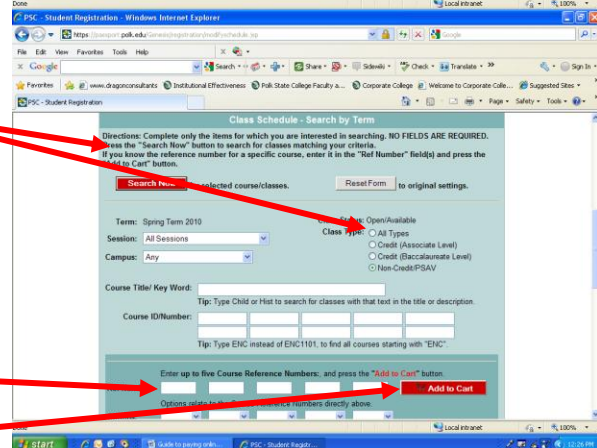
## ► STEP 8

This is the screen from which you will register. If you do not know your reference number already, you can conduct a search to find it. Instructions are provided on the screen for you.



The simplest way to search for a non-credit class is to choose **Non-Credit/PSAV under Class Type**, and click the **SEARCH** button.

Scroll down to view the results of the search. Once you find the class you need, you can click on the magnifying glass icon for more information about the class. (Click the back button to return to the results screen.)



**NOTE:** If you already know your reference number, type it in directly, then click the red **Add to Cart** button.

Skip to the **Register Now** section of **STEP 9**.

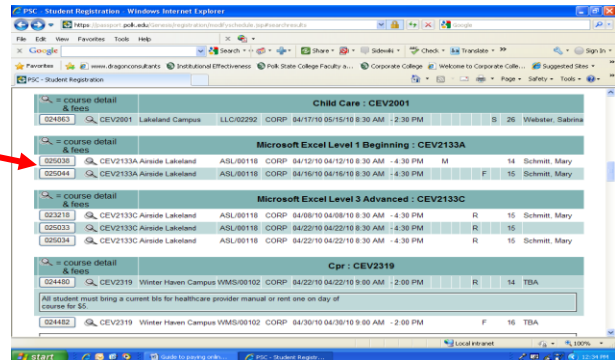


# Non-credit registration & payment directions for Polk State College

## ▶ STEP 9

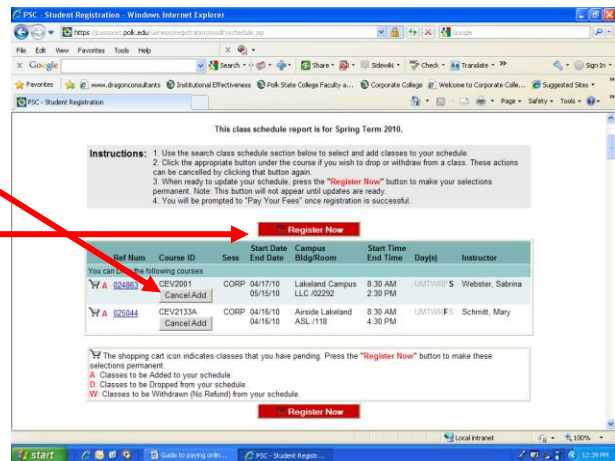
Click on the 5 digit reference # button to register for the class.

If you have more than one class to find and register for, you can scroll down and find another class – the search results are still there.



If you made an error in the class you chose, simply click the **Cancel Add** button.

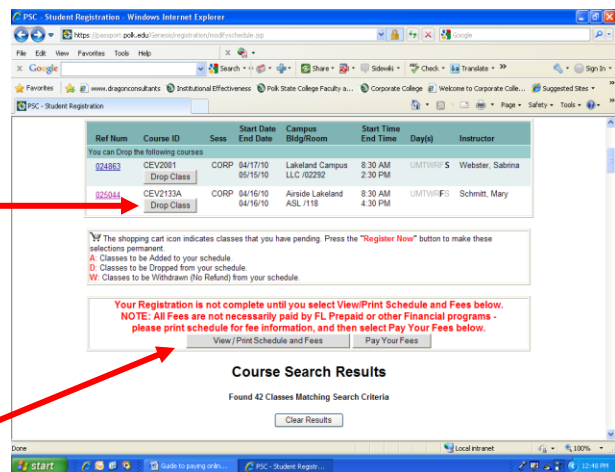
When you are ready to “set” your registration, click on the red **Register Now** button to make your selection “permanent.” Don’t worry this can still be changed later if necessary; it is not *truly* permanent yet.



If you didn’t catch your error before making your selection permanent, you can still cancel out of the class if you need to, by clicking on the **Drop Class** button, then clicking **Register Now** again to refresh your choice. The class you dropped will be gone.

**!!! Your selection is not truly “permanent” until you View your schedule, print your schedule and pay your fees. Read the red alert message.**

Click on the View/Print Schedule and Fees button. Print your schedule so you have all the details of your class.





# Non-credit registration & payment directions for Polk State College

## ► STEP 10

Click the link "Click here to pay by credit card."

Ref Num	Course ID	Course Title	Secs	Hours	End Date	Campus Bldg/Room	Start Time	End Time	Day(s)	Instructor
925084	CEV2133A	MICRSFT EXCL LEVEL 1	CORP	7.0	04/16/10	Armeds Labland	8:30 AM	4:30 PM	MTWTF--	Schmitt, Mary

Total Schedule	Sched Paid by Financial Aid	Schedule Amt Due	Obligations Due	Receivables Due	Previously Paid by Student	Student to Pay Amount
\$159.00	\$0.00	\$159.00	\$0.00	\$0.00	\$0.00	\$159.00

Total Credit Hours	Total NonCredit Hours	Credit Fees Owed	NonCredit Fees Owed	Credit Payment Due Date	NonCredit Payment Due Date
0.0	7.0	\$0.00	\$159.00		04/13/10

## ► STEP 10(a)

Use the drop down arrow to choose the term to pay.

Click the **Select Term** button.

Select the term you wish to pay:

Spring Term 2010

Click in the **Select Items to Pay** box, then click on the **Enter Credit Card Details** button at the bottom of the screen.

Description	Amount	Paid/Covered	Due	Select Items to Pay
Tuition and Fees for Term 20102 (Due Date 04/13/10) 1	\$ 159.00	\$ 0.00	\$ 159.00	<input type="checkbox"/>
<b>TOTAL:</b>	<b>\$159.00</b>	<b>\$0.00</b>	<b>\$159.00</b>	<input type="button" value="Select All"/>

Total Amount that will be charged to the Credit Card: \$ 159.00



# Non-credit registration & payment directions for Polk State College

## ► STEP 11

Enter credit card information.

Click **Select Credit Card Payment**.

Print your online receipt after payment is accepted.  
**This is your class admittance!**

Click the **Logoff** button when you are done, to exit the system.

Personal Access to Student Services Polk Online Registration Tool

**PASSPORT** DISCOVER YOUR POTENTIAL

Home Admissions Registration Payment Financial Aid Records Profile Logoff

Welcome Jeanne L. Duprey

Instructions

- Please enter the credit card details below - all information is required. When complete, click the 'Submit Payment' button at the bottom of the screen to process the payment.
- The Back button on the browser has been disabled. If needed, please use the link provided next to the Total Amount Square to return to the Tuition and Fees selection.

**Credit Card Details**

Credit Card Number	<input type="text" value="0000 0000 0000 0000"/>	<input type="text" value="0000 0000"/>	<input type="text" value="0000 0000"/>
Card Type	Select one	<input type="text" value="0000"/>	<input type="text" value="0000"/>
Cardholder Name	<input type="text" value="0000 0000 0000 0000"/>	<input type="text" value="0000 0000"/>	<input type="text" value="0000 0000"/>
Expiration Date (Month/Year)	Month	Year	<input type="text" value="0000 0000"/>
Total Amount that will be charged to the Credit Card	<input type="text" value="\$ 159.00"/>	<input type="text" value="0000 0000"/>	<input type="text" value="0000 0000"/>