



Online Registration Available this Fall!

Instructions:

1. **Log on to the website: communityed.deltacollege.edu**
2. On the left, click on the program you desire **Kids College** (for children and teens) or **Workshops & Programs for Adults** (for adults and seniors).
3. If this is your first time registering online, you will need to create a new account. Click on "Sign In" (upper right corner), then click on "Create a New Account". **IMPORTANT:** You **must** have an e-mail account to register online. *(Note: In the future, you will not need to re-enter your information, but you will need to have your user ID and password.)*
4. If you already established your account, click on "Sign In" (upper right corner), then enter your user ID and password. You will be prompted through the registration process.
5. On the left, select your area(s) of interest. Review the workshop description and schedule. To enroll in a workshop, click on "Add to Cart" (blue link to the right of the total fee). This will add the desired workshop to your "shopping cart".
6. When you are done choosing all of the workshops for which you would like to register, click on "Review Cart". You do have the option at this point to remove a workshop if you have changed your mind by clicking on the "remove" button to the right of a selected workshop. *(Note: please choose your workshops carefully as there is a **\$10 processing fee** for dropping a workshop at a later date)* Click on "Update Cart" at the bottom of the page to save any changes.
7. When your selection is complete and you are ready to pay for registered workshops, click on "Register for Courses". The "Terms & Conditions" and "Policies" will automatically be displayed. Please review carefully, and click "I Accept" in order to proceed with the payment process. *(Note: Refund policy-Refunds **MUST** be submitted to the Community Education Department one week prior to the start of the workshop.)*
8. Your personal information, the workshops you chose, and the total amount due will be displayed. Enter your credit card information for payment. *(Note: the billing address for your credit card must match the displayed registration information)*
9. At the end of the registration process, you will have an opportunity to print out a receipt. You will also receive a receipt by e-mail. Please **bring a printout of your receipt to the first class meeting.**
10. If you have any questions, please call the Community Education Department at **209-954-5045**.
11. If you do not have Internet access and are not able to register online, you may register by mail, in person, or by phone with the Community Education Department. For a registration form and details about other options to register, please see the Community Education Registration forms in the back of this *Delta Digest*. *(Note: there is a **mandatory \$3 processing fee** for this service.)*