

Registering for PSR's Continuing Education Offerings

A step-by-step guide

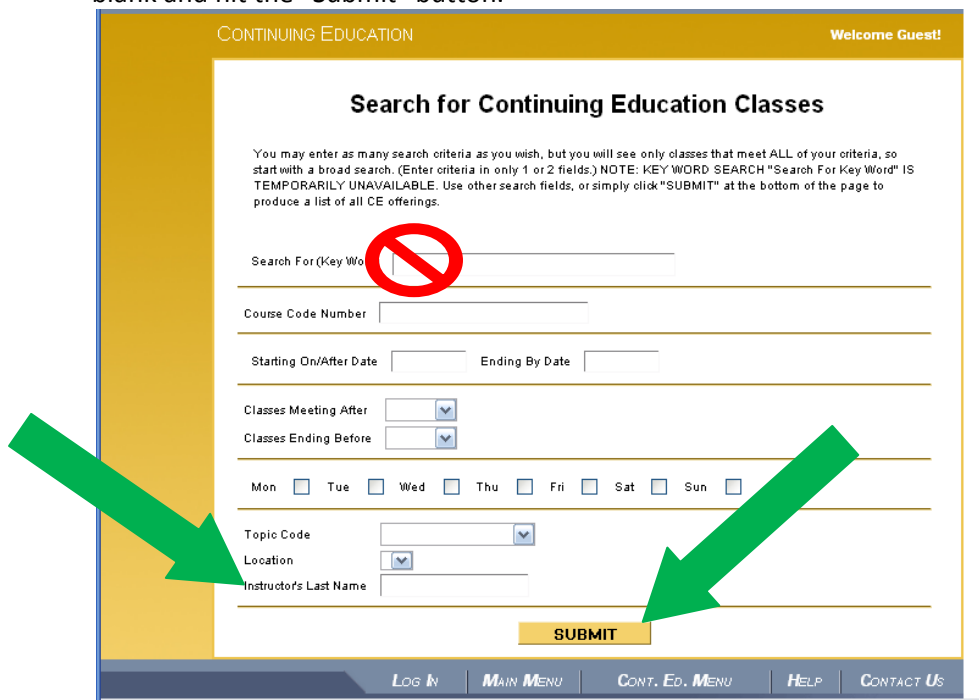
March 14, 2011

Before you begin: Are you a student from outside the U.S. using this PSR Continuing Education online registration system for the first time? If so, please call the Registrar at 510/849-8952 to register by phone. You will be able to use the online system after you have established your account by phone.

1. Go to <http://tinyurl.com/PSR-reg-CE>, then click on the "search for continuing education classes" link below the yellow "Registration" bar.



2. Next you will find yourself at the "Search for Continuing Education Classes" page. Do NOT search for your class by keyword – that function is temporarily unavailable. Search by instructor's last name (recommended) then hit the "Submit" button, or simply leave all fields blank and hit the "Submit" button.



- Now you will be on the “Select Classes” screen with a list of one or more CEU courses. Browse through the course titles (underlined in blue) until you see your course(s). Check the white box to the left of your course name(s). Then scroll to the bottom and hit “Submit.”

Select Classes

Check the Select box by the class you desire, then click SUBMIT at page bottom to proceed.

Note that this does not reflect our complete course catalog. Only classes available for enrollment by non-degree students appear here. For a complete search, including classes available to degree-seeking students, please search our [online catalog](#)

You are not enrolled in any selected classes until you are shown a Class/Payment Confirmation form listing the classes in which you successfully enrolled.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input type="checkbox"/>	BS-0001-01 (15558) BIBLICAL HEBREW I	07/05/2011-07/22/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:00AM - 01:00PM, PSR/MUDD Classrooms, Room 102	PSR	07/05/11	07/22/11	Kramish(CDSP/GTU)		4.00	300 / 300
<input type="checkbox"/>	BS-0002-01 (15560) BIBLICAL HEBREW II	07/25/2011-08/12/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:00AM - 01:00PM, PSR/MUDD Classrooms, Room 102	PSR	07/25/11	08/12/11	Kramish(CDSP/GTU)		4.00	300 / 300

- Fill in personal information on the “Personal Identification” screen. Be sure to click the box at the bottom, by “You must certify in order to proceed...” Then click the “Submit” button at the bottom.

Personal Identification

* = Required

Prefix:

First Name* Middle Name Last Name*

Suffix:

SSN:

E-mail Address*

Mailing Address Line 1:

Mailing Address Line 2:

City* State* Zipcode

Country:

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"/>

Are you Hispanic or Latino?
 Yes
 No

Select One or More Races

Birth Date:

Gender:

Citizenship Country*

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

SUBMIT

[LOG IN](#) [MAIN MENU](#) [CONT. ED. MENU](#) [HELP](#) [CONTACT US](#)

- On the “Additional Registration Info” screen there are three questions to be answered by clicking on the drop-down menus by each question. After answering, click “Submit.”

- On the “Pay for Classes” screen, you can choose to pay, drop, or add more courses. The registration fee is shown and the billing process is initiated. Answer the two questions that have drop-down menus by them. Payment types are preceded by the word “E Commerce.” You may disregard that term. You can pay by credit card or by check online.

- You will now move through the payment process. When the transaction is complete, you should print the confirmation screen. You will also be sent a confirmation email. Write down the username that is presented to you on the screen and in your email. You will also receive a separate email with your password. These will be useful to you if you choose to return to this online system in the future to drop courses or register for additional courses.

Contact the Summer Session office at 510/849-8227 or summer@psr.edu with questions or concerns.