Getting Started with Flexible Registration

Browser Compatibility

What web browsers are recommended for use with Flexible Registration?

Click this link to learn about the supported browsers for the Community Colleges

Recommended browsers for the Community Colleges

In addition, users must have the Adobe Flash Player installed on their computers in order to view Flexible Registration. Adobe Flash Player is a free download. Click on the title to be taken to the free download site.



Adobe Flash Player

After reading this getting started document, click on either the FLEXIBLE ONLINE REGISTRATION or the COLLEGE FOR KIDS FLEXIBLE ONLINE REGISTRATION link under Extended Studies on the NCC web site.

Accounts created for Kids classes must be in the complete legal name of the child not the parent or guardian.

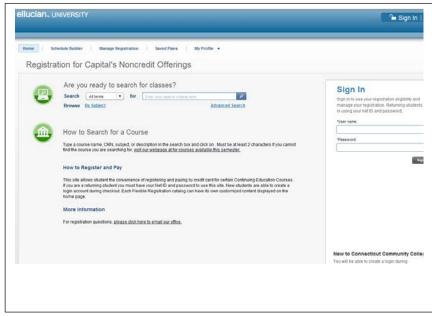
New account set-ups with *Flexible Registration* require social security numbers for ID matching purposes. Registration can also be done in person at the Records Office, East Campus, room 102, or by mail or fax.

Basic Info

- Flexible Registration is only available for non-credit course registration.
- Unless you are a new student, you will need your NET ID and password to register for courses in Flexible Registration. (If you do not know your NET ID come to the Records Office with a valid photo ID.)
- Payment is required at the time of registration. MasterCard, Visa and Discover are accepted in Flexible Registration.
- Do not use your internet browser's BACK button while in Flexible Registration. This may cause problems with the registration process OR cause you to be kicked out of the system. If you are a brand new student, you will not be able to log back in right away.
- **SECURITY WARNINGS:** You may encounter security popup warnings while using Flexible Registration or during the payment process. Please OK any of these popups and do not allow your browser to block any of Flexible Registration's content during the registration and payment process.



Welcome to NCC's Flexible Registration for non-credit courses.



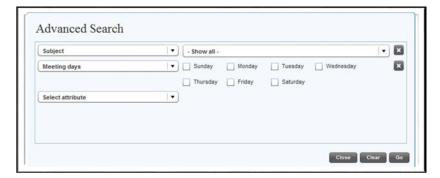
To begin, either **Sign In** with your NCC NET ID and password if you are a returning student.*

OR

Begin searching for classes immediately using the **Search** feature. Search all terms or narrow your selection down by selecting a term and/or browsing by subject. To open the Schedule Builder, click the search icon [] to show all courses in the catalog.

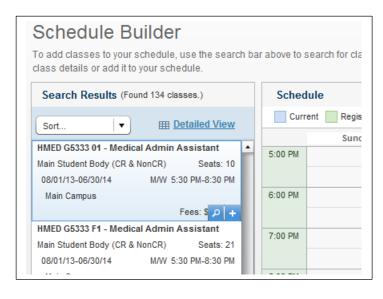
In the **Search** field, you can start searching for your class(es) by entering the course number (CRN) or words from the course title or description. Or, you can search by **Subject**.

*Don't know/have your NCC NET ID or password? How do I know if I am a returning student? If you have ever applied for admission, taken a credit course, non-credit course, summer course or gotten college credit for a course as a high school student you may be considered a returning student. You can contact our office at 203-857-7237 and we can check for you. New students can create an account and register within Flex Reg. Net IDs cannot be given over the telephone. Bring a valid photo ID to the Records Office.



With the **Advanced Search** feature, you can search for a class by specific attributes.

Choose this dynamic search option to narrow down your search for courses. Once you've chosen your criteria, select **Go** to show courses in the catalog that meet your criteria.



Be sure you are searching for classes in the correct term (Spring / Summer / Fall with the correct year).

On the **Schedule Builder Screen**, available courses matching your search will show up on the left.

Mouse over to a course to either see more details or add it to your cart.

Click the **Magnifying Glass** to show course details like course fee, instructor, etc.

Click and drag or click the **+ sign** to add a class to your schedule & your shopping cart.



After clicking the Magnifying Glass or Details button, the
Course Details Screen will pop up showing the course
description and additional information about the course.
Click on Meeting Times to see the days/times for the course.

From here, you can click Close to return to the Schedule
Builder or click Add to add this course to your
schedule/shopping cart. You will also be given the option to
Remove a course that has been added to your cart.



Once you've added a class to your shopping cart, you will see it in your schedule. Here, it is presented in **List View**. You can also see the course in a **Weekly View**. Toggle between the two by clicking on view option at the top right corner of your screen.



All set with adding courses? Go ahead and click **Register** on the bottom right of your Schedule Builder screen to begin the registration and payment process.

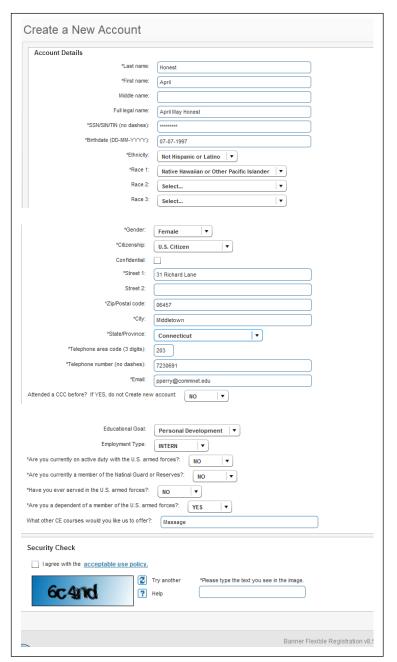
If you haven't done so yet, you will next be asked to login or if you're a new student, to create a user account.

New Student?	Sign In
New to Connecticut Community Colleges? Create your account now to complete the registration process.	Sign in to see your registration eligibility and manage your registration. Returning students sign in using your net ID and password.
	*User name:
	*Password:
Create New Account	
	Cancel Sign In

Here, you will need to enter your **NET ID and**password. If you are a previous student and do not have that information, come to the Records Office at the College, East Campus, room 102, with a valid photo ID to obtain your student ID# and have your password reset.

If you are a new student, click on **Create New Account** to create a new student account.

Search, Register and Pay for NCC Non-Credit Classes with Flexible Registration



To create a new student account, enter your information on the **Create a New Account** screen. Required information is indicated by a *.

*You must also check off that you agree with Connecticut Community College's (CCC's) Acceptable Use Policy before moving on.

When all of your information has been entered, please key in the Security Check code at the bottom and click **Submit**.

*Please note that returning students will be prompted to review and agree to the Acceptable Use Policy the first time they register via Flexible Registration.



Once your account is successfully created, you will see the popup Welcome! screen shown here. Click **Continue** to complete the registration process.

IMPORTANT NOTE: Do not logout or close your browser screen at this point. Your login credentials will be emailed to you ASAP, but until you have them, you cannot log back in to complete your registration if your session is interrupted.



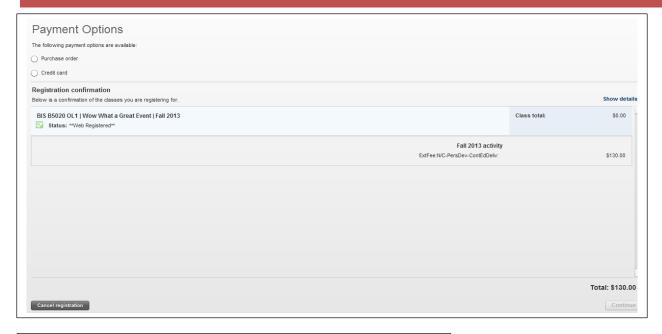
If you don't readily receive the Welcome! Page, it may be due to someone else having the same name as you do or some other exception or commonality. If you remember your credentials, select Login and sign in with your NET ID and password; if you need to check further, select Cancel. You will be re-directed to the bio page where you can re-check what you've entered.

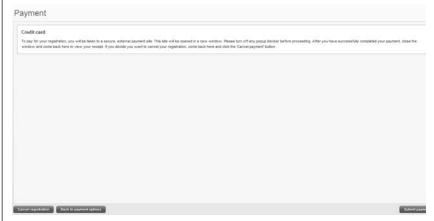


After logging in or creating a new account, you will be taken to the **Registration Results** screen. You can still drop a class from your shopping cart at this point. To complete your registration, click on **Proceed to Payment**. Payment is due upon registration. Seats are not reserved.



A popup screen for the Registration Disclosure will appear. **Please**read the disclosure carefully, as you are required to Accept
its conditions before moving on to payment for your course.

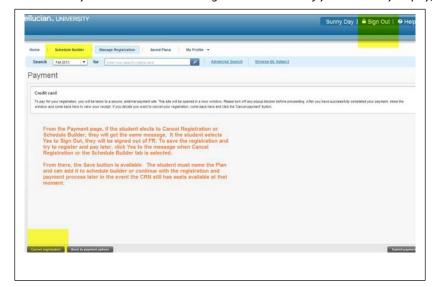




At this point, you need to click through a series of screens indicating that you wish to go ahead, pay, and register for your course(s). Once clicking Yes on the External Payment Confirmation popup screen, you will be redirected to CCC's TouchNet Payment gateway. You have the option to pay by

MasterCard, Visa and Discover.

If you are not ready to pay at this moment but intend to register for the courses you can save the courses for later. **Your seat**will <u>not</u> be reserved but if the sections are still available, you do not have to go through the search process all over again. From this screen you can select Cancel Registration button. If you are ready to pay, continue with the steps on the next page.



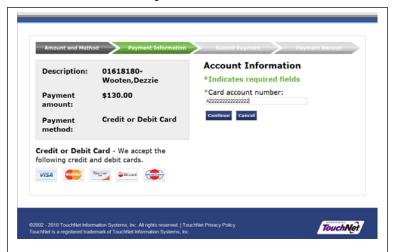
Once back at the Schedule Builder page, select Save.

This box will appear:



You have the option of naming or not naming your planned courses before saving.

For Credit Card Payments



The Connecticut Community Colleges accept
MasterCard, Visa and Discover for credit card
payment. On the first screen, enter the credit card
information and click continue to move on to the next
payment screen.

Description:	01618180- Wooten,Dezzie	Account Information *Indicates required fields
Payment \$130.00 amount: Payment Credit or Debit Card method:	\$130.00	*Card account number: xxxxxxxxxx2222 *Name on card: Dezzie Wooten
	*Card expiration date:	
	Card - We accept the and debit cards.	*Security code: (What is this?)
VISA SINGLE SINGLE	Cardholder Billing information My billing address is international Billing address:	
	61 Woodland Street Billing address line two: *City:	
		#State/Province:
	Connecticut (CT)	
	*Postal code: 06105	
	*Country:	
	*E-mail: (Receipt will be sent to this address) phylisdueseason@gmail.com	
	Continue Cancel	

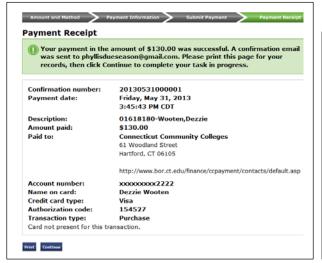
Please enter your payment and billing information for the credit card you are using here. **Required information is indicated by a *.** Please note that the email entered in the billing information section is where the payment receipt is sent to, not the email associated with the credit card account.

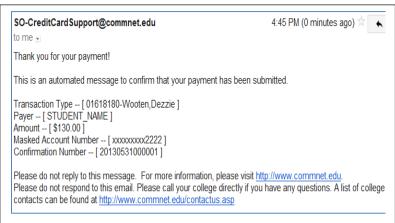
To submit your transaction details, click the **Continue** button at the bottom of your screen.

Amount and Method Payment Information Submit Payment **Submit Payment** Please review the transaction details, then submit your payment. Description: 01618180-Wooten, Dezzie Payment amount: \$130.00 Payment type: **Credit Card** Card account number: Name on card: Dezzie Wooten Card expiration date: 0514 Credit card type: Billing address: 61 Woodland Street City: Hartford State/Province: Postal code: 06105 UNITED STATES Country: E-mail: phyllisdueseason@gmail.com By clicking the "Submit Payment" button below, you are accepting the terms and conditions listed in the Connecticut Community Colleges Policy Manual Section 6.5.5 Refunds of Tuition and Fees. nit Payment Change Cancel

Further details about Norwalk Community College cancellation and refund policies can be found at: http://norwalk.edu/dept/records/refundpolicy.asp

To complete payment, click the **Submit Payment** button at the bottom of your screen. You must complete the payment process to keep your seat in the course or you will not be registered.



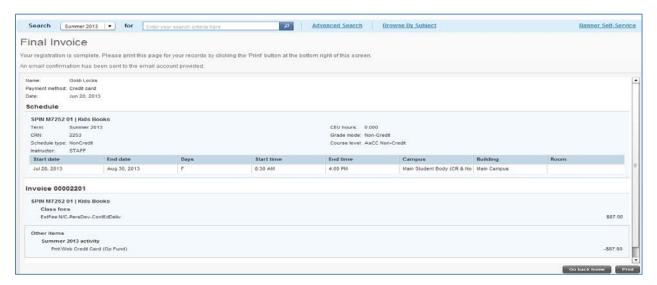


Please print your confirmation page for your records. A confirmation email will be sent to the email address you entered in the billing information section. Now you've successfully registered for a non-credit class online. Your Final Invoice will display. You have the option to print it or navigate back to the Home page.



Before receiving your Final Invoice, you will get the message stating that your payment has been processed successfully.

Use the \boldsymbol{X} at the top of your screen to close the window and see your Final Invoice.



That's all there is to it!

A final invoice is generated when a student has successfully registered for classes and completed the billing process. The final invoice contains information on the payment method, class schedule, and the total amount invoiced.

*Reminder: If you are a new student and created your student account during your course registration, your NET ID and password will be emailed to the email address that you entered while creating your account.

Questions??? Call the Records Office at 203-857-7237 during regular business hours with questions about the online registration process. We're happy to help.