Course Registration

Online Course Registration requires several procedures which are explained below.

The procedures you will need to follow are:

- **Sign In**
  If necessary, review the Account Setup tutorial at [https://www.campusce.net/lewes/account/signin.aspx](https://www.campusce.net/lewes/account/signin.aspx)

- **Purchase a membership - Pg 1**
  In July you may purchase a Fall Membership or a Year (Fall & Spring) Membership. In December you may purchase a Spring Membership and In April you may purchase a Summer Membership.

- **Select Courses – Pg 2**
  You may select as many courses as you like so long as no two of them overlap day and time.

- **Check Out – Pg 5**
  You will need to pay for your membership by credit card.

- **Select course priorities. – Pg 7**

### Purchase a Membership

Once you have signed in, you will be left at the Course Catalog page.

On the Course Catalog page, click **Lewes Catalog**.
This will cause a list of available categories.

You may select and browse the available courses in any category, but before you can register for a course, you must purchase a membership.

Note: Information in the following examples are illustrative only.

Select the membership you wish to purchase.

The selected membership and its price are displayed.

Click the Add to cart button.
Your cart contents are then displayed. You may then to continue course selection or Check Out, after answering the survey question (optional).

Course Selection

Return to the Course Catalog and select Lewes Catalog.

Select any course. For instance, click Art
Select a course. For example, click **Test Art Course**

If you decide to enroll in the course, click **Request Course**

Your cart is again displayed. *Note, the selected course is on the waitlist.* If you do not wish to be waitlisted, you can **Remove from Waitlist.**

Once again you may elect to **Return To Course Catalog**

Or **Check Out.**

You may return to the Course Catalog as often as needed to select all of the courses you want.
Check Out

When you click , your profile information will be displayed; you will be given two choices.

You can click if you wish to update your profile or you can click to continue check out.

As you continue checking out, you will be given the opportunity to select a payment method. As of now, the only option is via a Bank Card.

Click .

Payment method

Payment type: Bank Card

Note: A registration that uses a Bank Card as a payment option will be processed by using a gateway payment service. This web service is secured by mutual authentication.
Enter your Cardholder information. If your Contact Information and billing information are the same, click the check box and the form will be filled in from your profile. When ready, click Next.

Cardholder Information

- My contact and billing information are the same

Required fields are indicated by an asterisk (*)

- Title:

- * First name:

- Initial:

- * Last name:

- * Address 1:

- Address 2:

- * City:

- * State:

- Delaware

- * ZIP code:

- * Day phone:

- Ext.

- E-mail:

Verify that your selections are correct, then click the Purchase button at the bottom of this page to submit your order.
Your order summary is displayed. You may print the page for your records.

Course Priorities

You may want to manage priorities to your requested classes. Priorities are used to resolve situations where the number of requests exceed the maximum class size.

To manage your priorities, select My Account at the top of the page.

Your Account Overview is displayed. Select Course Priorities.

A priority number is assigned to each selected course. You may use the to change any priority. There may not be more than one course with the same priority. Dropped courses do not matter.

When you are satisfied with your priority assignments, you may . And/or them.