

Registration Tips for online SAIL class at Pierce College

Use this web address- <https://my.pierce.ctc.edu/Webapps/CEOLReg/>

to get to the Continuing Education Online Registration page. It is the fastest way to get registered.

1. Find your class

- Select the current quarter
- Search by Item No. (Keyword = 5799) or by Title (Keyword = SAIL)
- Click on Search for Classes button

Continuing EDUCATION Online Registration

Continuing Education Homepage | Credit Class eSchedule

Online Registration > Class Selection > Registration Information > Payment

Your Selected Classes

Clock Hours and CEU's: You may purchase clock hours or CEU's for an additional \$20 per class.

Your total fees: \$0

Next Step

Find Classes

Quarter:

Subject:

Search By:

Keyword(s):

Search - To search by title, type up to five letters of one word in the course title, i.e., for Adobe Photoshop Elements, type Adobe or Photo or Elem.

Item Numbers - Item numbers starting with the letter "O" are online courses with multiple start dates. The Start Date listed is the date registration opens for the quarter. [Click here for more information on course start and end dates.](#)

Select current Quarter

Search by Item No. or Title

Enter Keyword here:

2. Check the class information and Add your class.

Search results appear at the bottom of your computer screen

- Double check to make sure this is the class you want to register for.
- Click on Add button to select the class

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Search Results

Item No. (Click # to check for open seats.)	Course Title	Bldg/ Room	Days	Time	Start Date	Fees	Instructor	Credits
SAIL-STRENGTH/BALANCE INSTRUCTOR CERT.								
5799	Sail-Strength/Balance Instructor Cert.	DL ONLIN	ARRANGED	ARR -	09/23/10	\$185.00	SWAN L	0 Credits

Search results appear at the bottom of your screen

Check class information

Click the Add button to select the class.

3. Your Selected Classes

Your class will now appear at the top of your screen.

- **Do Not** check the boxes to add CEUs or Clock Hours. The fee for CEUs is already included in the SAIL course fee .
- Click the **Next Step** button to continue your registration and pay for your class

Selected Classes appear at the top of the page

The screenshot shows the 'Online Registration' page with a navigation bar: 'Online Registration > Class Selection > Registration Information > Payment'. Below the navigation bar, there is a yellow callout box that says 'Do not add CEUs or Clock hours' with an arrow pointing to the 'Add or Remove CEUs \$20 per course' and 'Add or Remove clock hours \$20 per course' columns in the 'Your Selected Classes' table. The table has the following data:

Item No.	Course ID	Course Title	Bldg/Room	Days	Time	Start Date	Fees	Add or Remove CEUs \$20 per course	Add or Remove clock hours \$20 per course	
5799	NCMIS017A	Sail-Strength/Balance Instructor Cert.	DL ONLIN	ARRANGED	ARR	09/23/10	\$185.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>

Below the table, there is a note: 'Clock Hours and CEUs: You may purchase clock hours or CEUs for an additional \$20 per class.' and 'Your total fees: \$185.00'. A yellow callout box at the bottom says 'Click to continue your registration and pay for your class.' with an arrow pointing to the 'Next Step' button.

Find Classes

Quarter:

Subject:

Search By:

Keyword(s):

Search - To search by title, type up to five letters of one word in the course title. I.e., for Adobe Photoshop Elements, type Adobe or Photo or Elem.

Item Numbers - Item numbers starting with the letter "O" are online courses with multiple start dates. The Start Date listed is the date registration opens for the quarter. [Click here for more information on course start and end dates.](#)



4. Enter your registration information

Please complete the online form with your registration information.

- Be sure to enter a correct email address. You will receive your online class login information at this address.
- **Double check your information and Click on the Final Step button at the bottom of the page.**

You will then be asked to provide your payment information and submit your form.

Your registration will be processed as quickly as possible. If you have questions about your registration or would prefer to register by phone, please call the CE registration number at:

253-864-3330

Angel login information

Your online class is conducted using the Pierce College Angel learning management system.

You will receive your login information by email at the address you provided when you registered. If you have questions about how to login or have not received your login information, please contact Pierce College eLearning at:

1-888-580-9011

The screenshot shows the 'Online Registration' page with a navigation bar: 'Online Registration > Class Selection > Registration Information > Payment'. Below the navigation bar, there is a note: 'Note: Payment with a VISA or Mastercard debit or credit card is required to register online. Please have your payment information handy when you are ready to register for a class.' and '* Indicates required information.' The form fields are:

- * Social Security Number: (no dashes or spaces)
- I do not wish to disclose my social security number.
- Your social security number is confidential and, under a federal law called the Family Educational Rights Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure of your social security number (SSN) is voluntary. A Student ID number (SID) will be assigned to you. (Per FERPA 2012 5A2)
- * Name: (Last, First M.I.)
- Previous Last Name: (if different)
- * Address:
- City: State: Zip:
- * Day Phone:
- Evening Phone:
- * E-Mail:
- * Birth Date:
- * Gender: Male Female
- * U.S. Citizen? Yes No
- * Have you been a legal resident* of VA and lived continuously in VA for the past 12 months? Yes No
- * Have you taken classes at Pierce College before? Yes No

At the bottom of the form, there are 'Back' and 'Final Step' buttons.