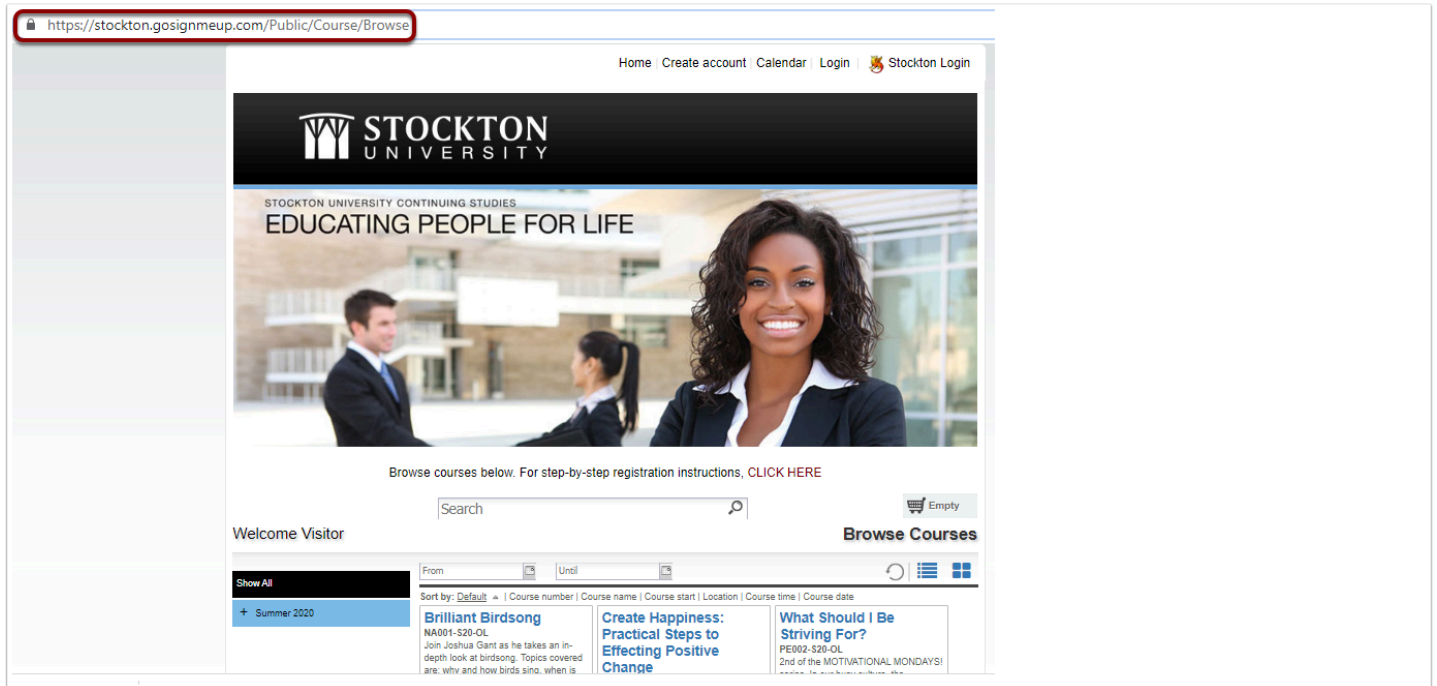


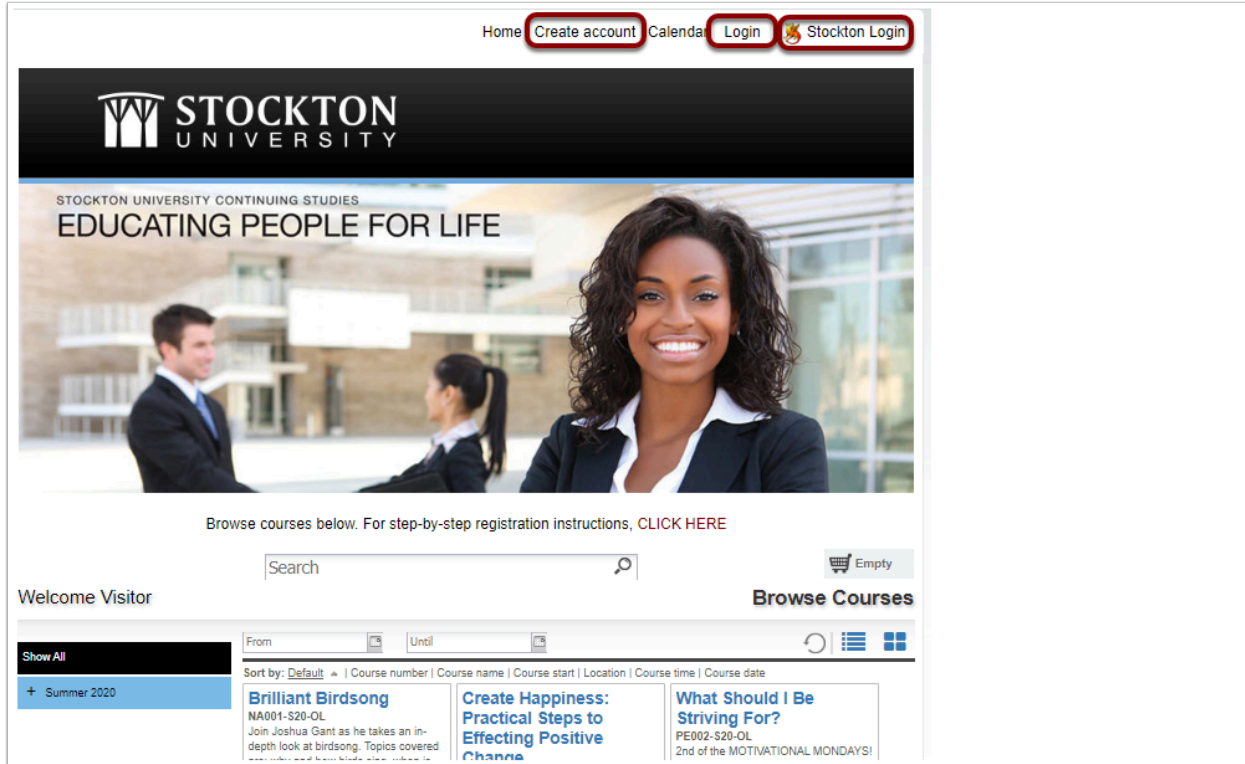
# How Do I Register for a Stockton Course

This lesson will show you how to use our registration software.

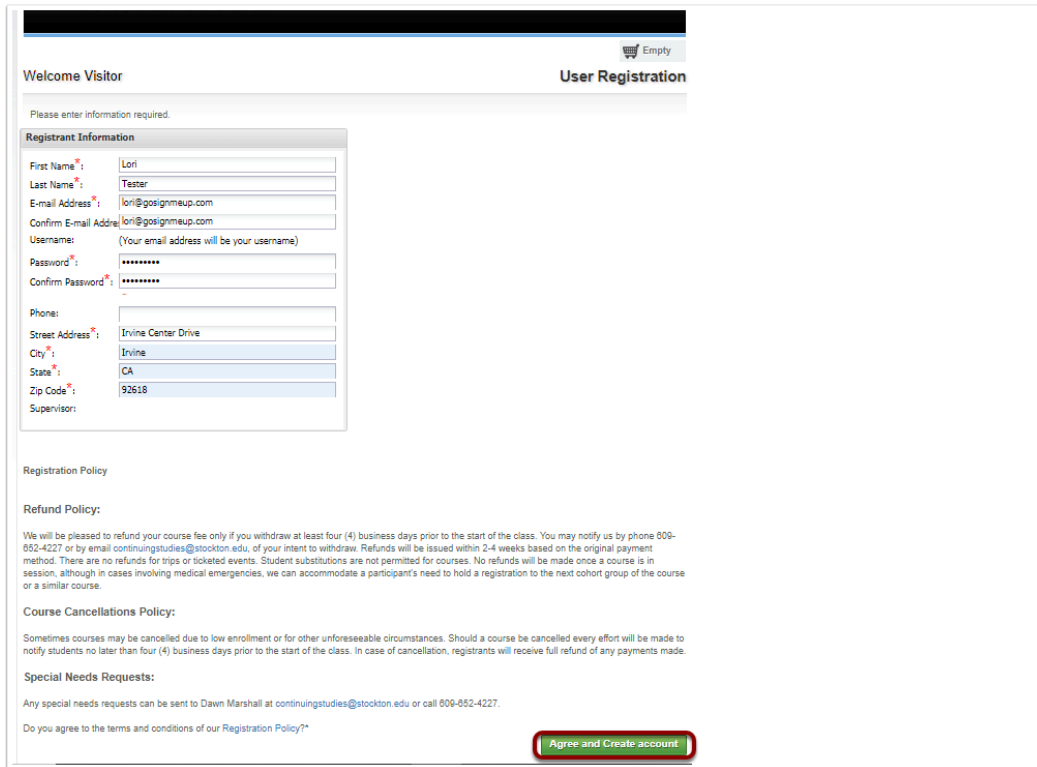
## 1) Make sure you are on our registration site at: <https://stockton.gosignmeup.com/Public/Course/Browse>



2) The first thing you will want to do is create an account or log in using your Username and Password if you already have one.



### 3) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.



Welcome Visitor Empty

**User Registration**

Please enter information required.

**Registrant Information**

First Name\*: Lori  
Last Name\*: Tester  
E-mail Address\*: lori@gosignmeup.com  
Confirm E-mail Address\*: lori@gosignmeup.com  
Username: (Your email address will be your username)  
Password\*: \*\*\*\*\*  
Confirm Password\*: \*\*\*\*\*  
Phone: \_\_\_\_\_  
Street Address\*: Irvine Center Drive  
City\*: Irvine  
State\*: CA  
Zip Code\*: 92618  
Supervisor: \_\_\_\_\_

**Registration Policy**

**Refund Policy:**

We will be pleased to refund your course fee only if you withdraw at least four (4) business days prior to the start of the class. You may notify us by phone 809-652-4227 or by email [continuingstudies@stockton.edu](mailto:continuingstudies@stockton.edu), of your intent to withdraw. Refunds will be issued within 2-4 weeks based on the original payment method. There are no refunds for trips or ticketed events. Student substitutions are not permitted for courses. No refunds will be made once a course is in session, although in cases involving medical emergencies, we can accommodate a participant's need to hold a registration to the next cohort group of the course or a similar course.

**Course Cancellations Policy:**

Sometimes courses may be cancelled due to low enrollment or for other unforeseeable circumstances. Should a course be cancelled every effort will be made to notify students no later than four (4) business days prior to the start of the class. In case of cancellation, registrants will receive full refund of any payments made.

**Special Needs Requests:**

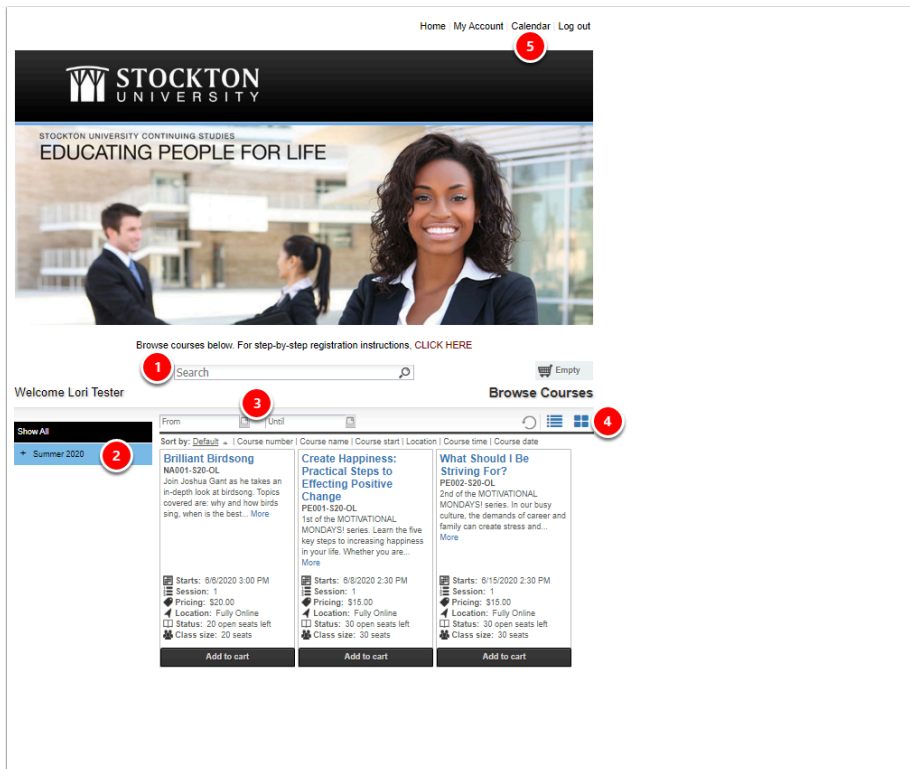
Any special needs requests can be sent to Dawn Marshall at [continuingstudies@stockton.edu](mailto:continuingstudies@stockton.edu) or call 809-652-4227.

Do you agree to the terms and conditions of our [Registration Policy](#)?

**Agree and Create account**

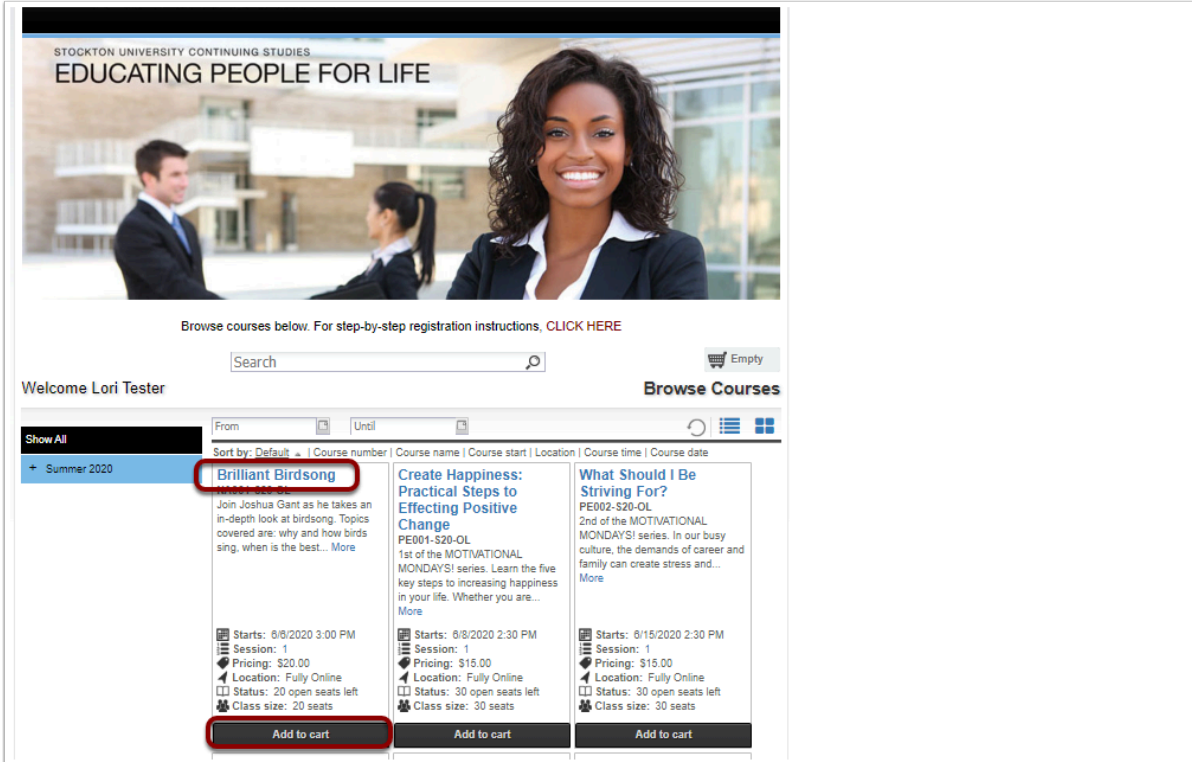
You must agree to our Registration Policy to continue.

## 4) On the home page, you can search for courses in different ways.



- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.
- 3) You can search by a date range.
- 4) You can search in grid or tile views.
- 5) You can search in a calendar view.



5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". You can also see more information about the course by clicking on the Course Name.



STOCKTON UNIVERSITY CONTINUING STUDIES  
EDUCATING PEOPLE FOR LIFE

Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Welcome Lori Tester

Search    Empty

**Browse Courses**

From  Until

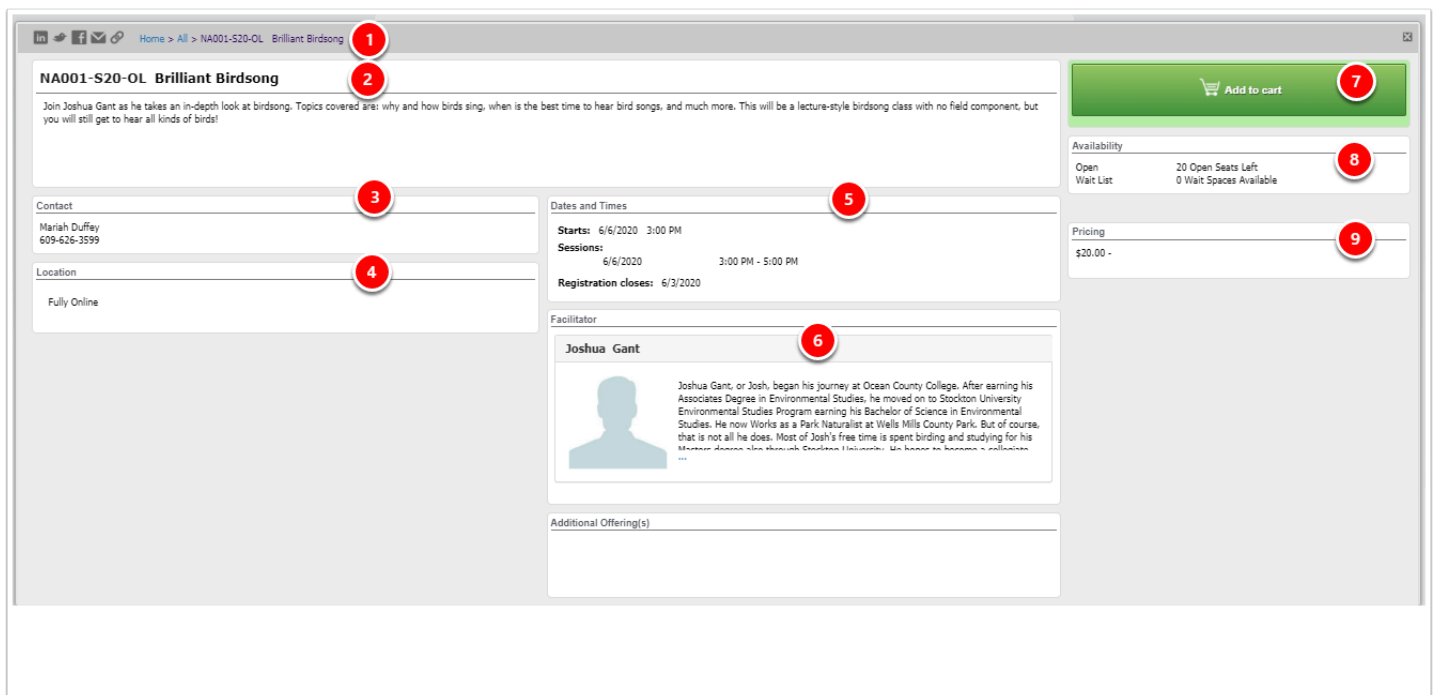
Show All

Sort by: Default | Course number | Course name | Course start | Location | Course time | Course date

+ Summer 2020

Course name	Course start	Location	Course time	Course date
<b>Brilliant Birdsong</b> PE001-S20-OL Join Joshua Gant as he takes an in-depth look at birdsong. Topics covered are: why and how birds sing, when is the best... <a href="#">More</a>	Starts: 6/6/2020 3:00 PM Session: 1 Pricing: \$20.00 Location: Fully Online Status: 20 open seats left Class size: 20 seats			
<b>Create Happiness: Practical Steps to Effecting Positive Change</b> PE004-S20-OL 1st of the MOTIVATIONAL MONDAYS! series. Learn the five key steps to increasing happiness in your life. Whether you are... <a href="#">More</a>	Starts: 6/8/2020 2:30 PM Session: 1 Pricing: \$15.00 Location: Fully Online Status: 30 open seats left Class size: 30 seats			
<b>What Should I Be Striving For?</b> PE002-S20-OL 2nd of the MOTIVATIONAL MONDAYS! series. In our busy culture, the demands of career and family can create stress and... <a href="#">More</a>	Starts: 6/15/2020 2:30 PM Session: 1 Pricing: \$15.00 Location: Fully Online Status: 30 open seats left Class size: 30 seats			

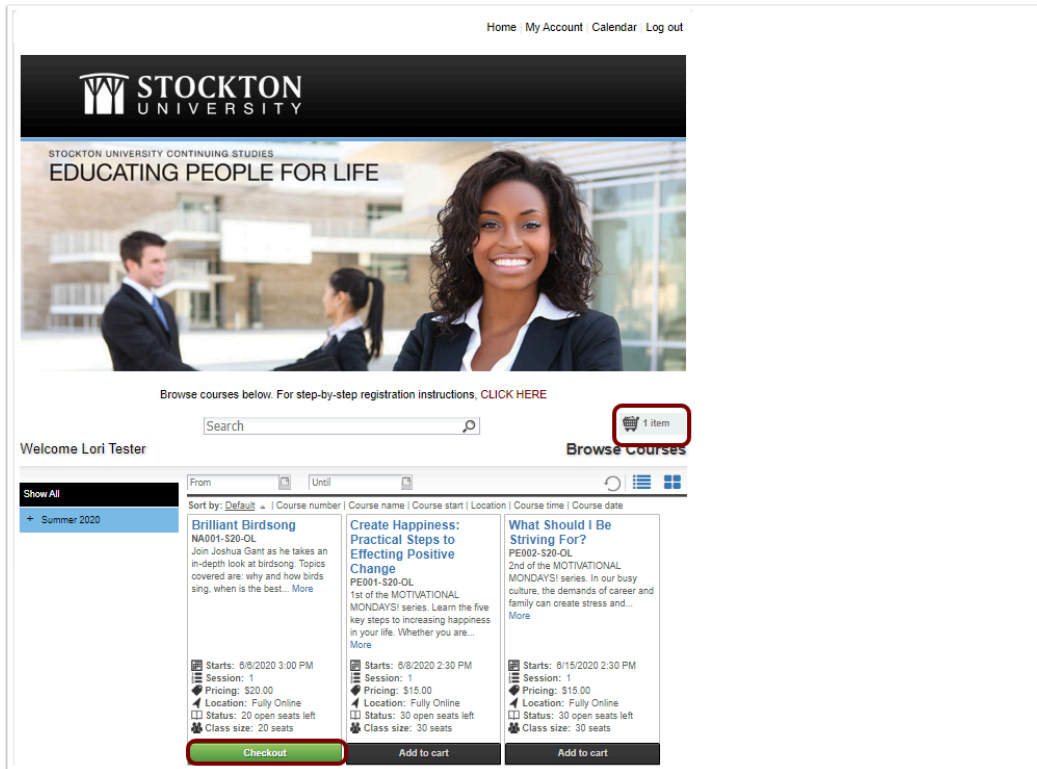
## 6) Here is the course information page with more information about the course.



- 1) This area shows the Social Media Links along with the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact information for the course.
- 4) This area shows the location for the course.
- 5) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.
- 6) Facilitators shows who will be instructing the course, including a bio if they have one.
- 7) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites, materials, or payment options like fees.
- 8) Shows the course availability in terms of number of open and wait list seats left.
- 9) Shows the pricing for this course.

## 7) You can continue adding courses to your cart, click on the cart to see what is in there, or click 'Checkout' to go

# straight to the checkout screen.

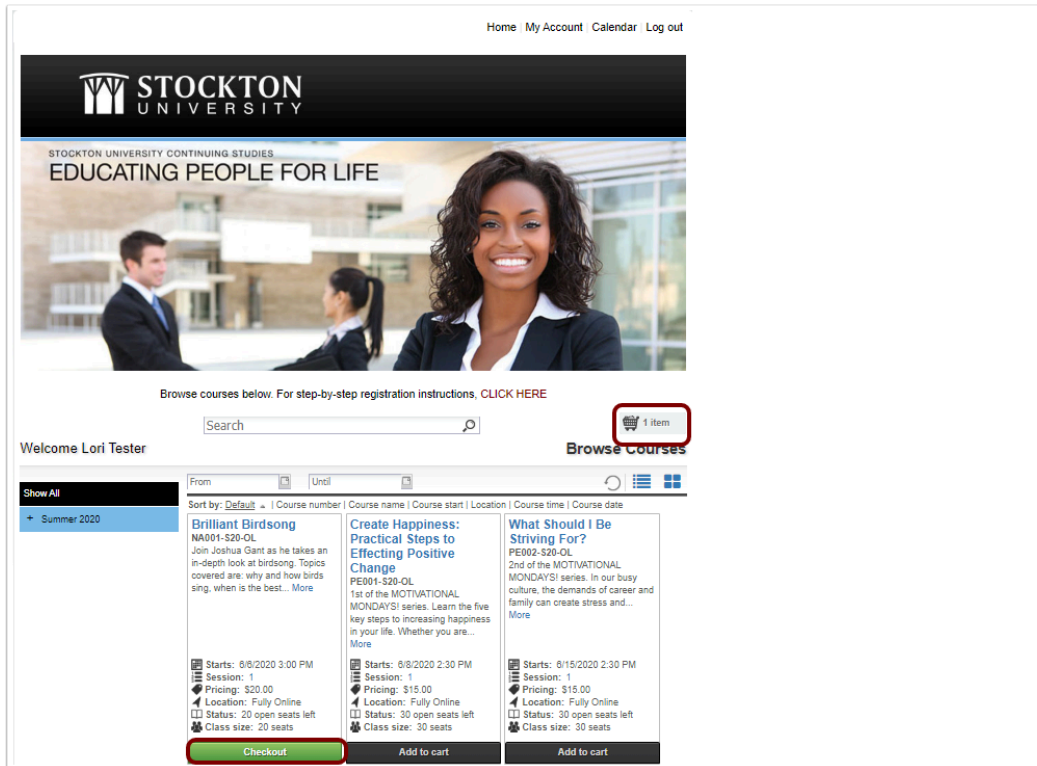


The screenshot shows the Stockton University website interface. At the top, there are navigation links: Home, My Account, Calendar, and Log out. Below this is the Stockton University logo and the tagline "STOCKTON UNIVERSITY CONTINUING STUDIES EDUCATING PEOPLE FOR LIFE". A banner image features a smiling woman in a professional setting. Below the banner, there is a text prompt: "Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)".

The main content area is titled "Browse Courses" and includes a search bar and a shopping cart icon with "1 item" next to it. Below the search bar, there is a "Welcome Lori Tester" message. The course catalog is displayed in a grid format with columns for course details. The first course listed is "Brilliant Birdsong" (NA001-S20-OL), which has a "Checkout" button highlighted in green. The other two courses, "Create Happiness: Practical Steps to Effecting Positive Change" (PE001-S20-OL) and "What Should I Be Striving For?" (PE002-S20-OL), have "Add to cart" buttons.

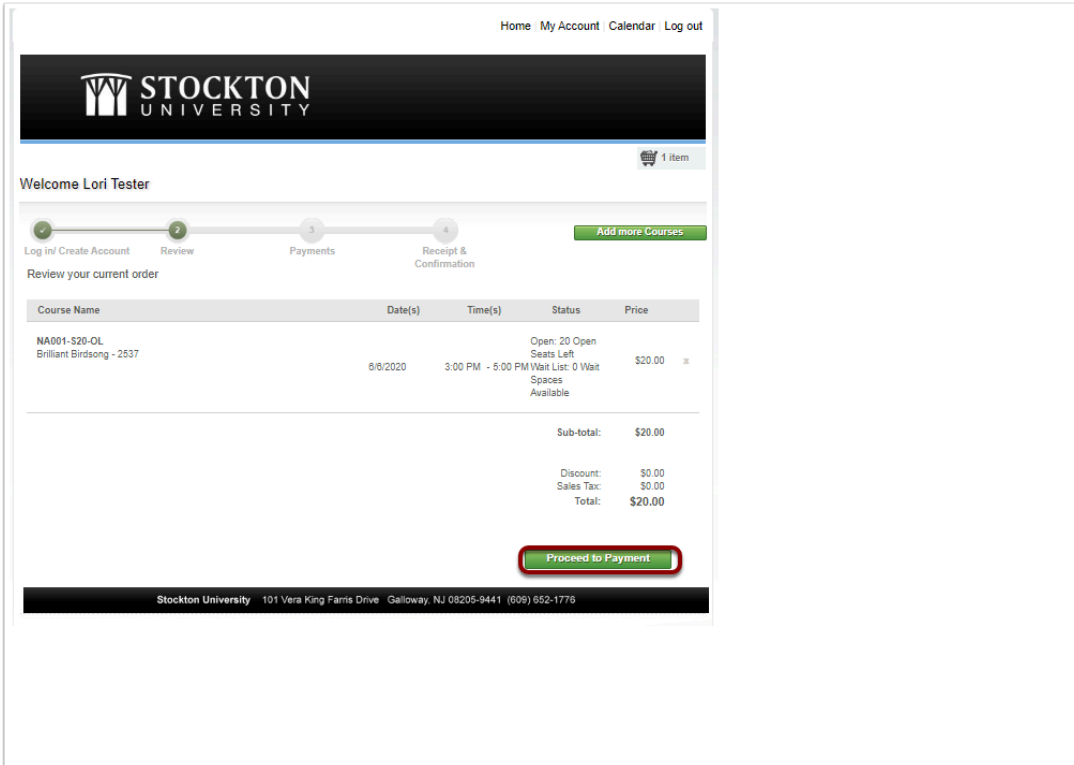
From	Until	Sort by: Default	Course number	Course name	Course start	Location	Course time	Course date
			NA001-S20-OL	<b>Brilliant Birdsong</b> Join Joshua Gant as he takes an in-depth look at birdsong. Topics covered are: why and how birds sing, when is the best... <a href="#">More</a>	6/8/2020 3:00 PM	Fully Online	Session: 1	
			PE001-S20-OL	<b>Create Happiness: Practical Steps to Effecting Positive Change</b> 1st of the MOTIVATIONAL MONDAYS! series. Learn the five key steps to increasing happiness in your life. Whether you are... <a href="#">More</a>	6/8/2020 2:30 PM	Fully Online	Session: 1	
			PE002-S20-OL	<b>What Should I Be Striving For?</b> 2nd of the MOTIVATIONAL MONDAYS! series. In our busy culture, the demands of career and family can create stress and... <a href="#">More</a>	6/15/2020 2:30 PM	Fully Online	Session: 1	

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "x" or "Empty Cart". To continue click on "Checkout".






**9) When you continue you will be taken to the Checkout section. If any, please answer any of the required questions/pre-requisite requests before you proceed. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Payment" or if there is no payment required, this will enroll you in the course.**



Home | My Account | Calendar | Log out

**STOCKTON UNIVERSITY**

Welcome Lori Tester  1 item

1 Log in/ Create Account 2 Review 3 Payments 4 Receipt & Confirmation [Add more Courses](#)

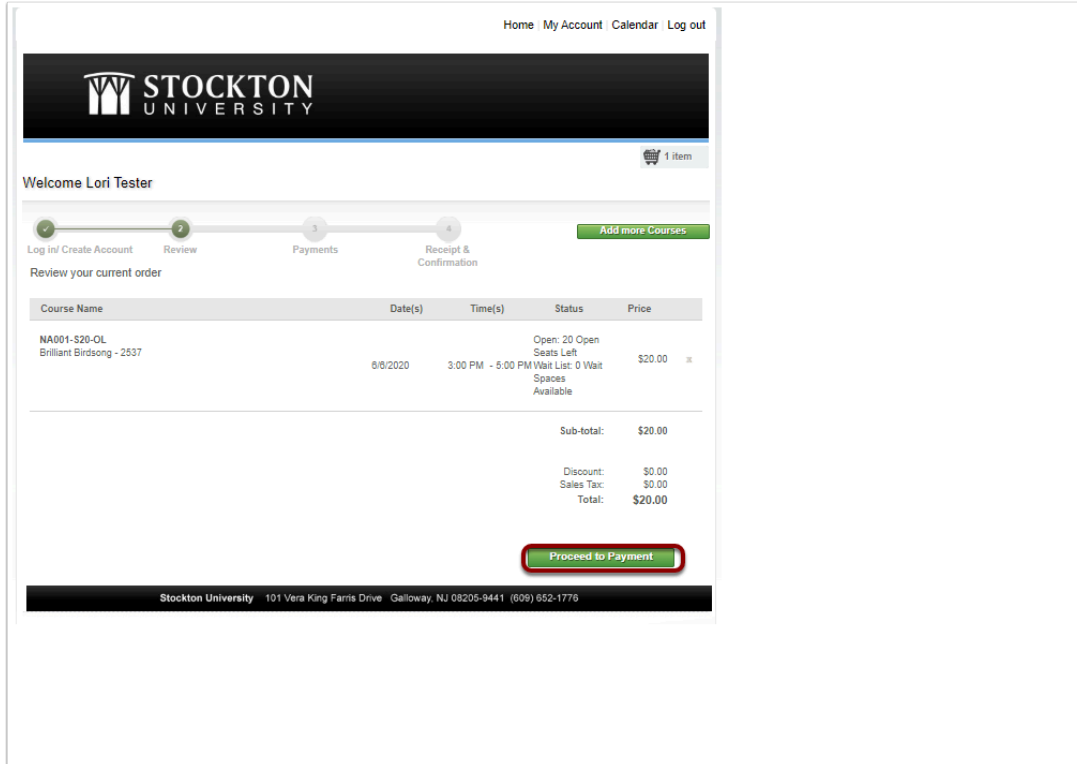
Review your current order

Course Name	Date(s)	Time(s)	Status	Price
NA001-S20-OL Brilliant Birdsong - 2537	8/8/2020	3:00 PM - 5:00 PM	Open: 20 Open Seats Left Wait List: 0 Wait Spaces Available	\$20.00
Sub-total:				\$20.00
Discount:				\$0.00
Sales Tax:				\$0.00
Total:				\$20.00

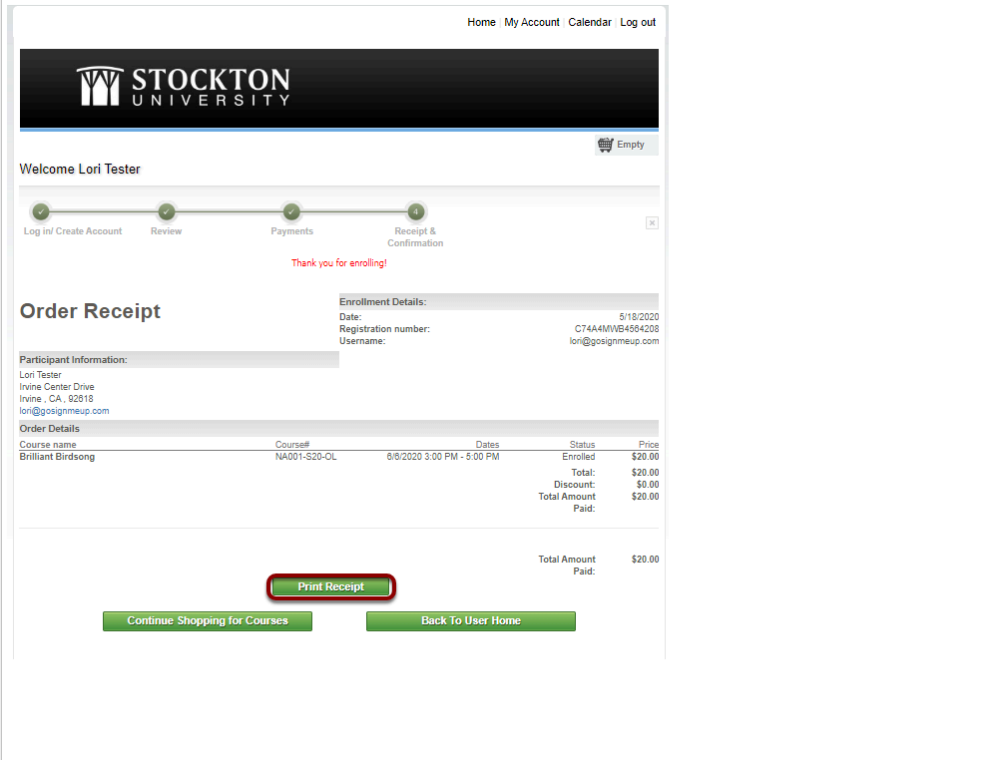
[Proceed to Payment](#)

Stockton University 101 Vera King Farris Drive Galloway, NJ 08205-9441 (609) 652-1776

# 10) Choose a payment option, fill in any required information, and press 'Place Order Now'. You may be required to fill in additional payment information.



**11) You are now registered! You will be taken to the order confirmation page where you can print this for your records. You will also get a confirmation email sent to you.**



The screenshot shows the 'Order Receipt' page for Lori Tester at Stockton University. The page includes a progress bar with four steps: 'Log in/ Create Account', 'Review', 'Payments', and 'Receipt & Confirmation', with the final step being active. A message says 'Thank you for enrolling!'. The page displays enrollment details, participant information, and a table of course details. At the bottom, there are buttons for 'Print Receipt', 'Continue Shopping for Courses', and 'Back To User Home'.

Home | My Account | Calendar | Log out

**STOCKTON UNIVERSITY**

Welcome Lori Tester

Log in/ Create Account | Review | Payments | Receipt & Confirmation

Thank you for enrolling!

### Order Receipt

**Enrollment Details:**  
Date: 5/18/2020  
Registration number: C7444MVB4584208  
Username: lori@gosignmeup.com

**Participant Information:**  
Lori Tester  
Irvine Center Drive  
Irvine, CA, 92618  
lori@gosignmeup.com

**Order Details**

Course name	Course#	Dates	Status	Price
Brilliant Birdsong	NA001-S20-OL	6/6/2020 3:00 PM - 5:00 PM	Enrolled	\$20.00
Total:				\$20.00
Discount:				\$0.00
Total Amount				\$20.00
Paid:				

Total Amount Paid: \$20.00

[Print Receipt](#)

[Continue Shopping for Courses](#) | [Back To User Home](#)