Registration Information

Reserve Your Seat Today!
There are three ways to register for Continuing Education classes:

Online Registration	-	Walk-In Registration	-	Mail-In Registration

Online Registration

➔ **CURRENT STUDENTS**- If you have taken a CE class before and registered without providing your SSN, you will need to call our Registration Office to update your profile in order to proceed with online registration. To update your records over the phone, please call us at 910-678-8386. If you registered in the past using your SSN, you may continue with updating your contact information using the Student Contact Form.

➔ **NEW STUDENTS**- To register online, all students must provide their SSN in order to be uniquely identified in the FTCC computer system. If you do not wish to provide this information on our secure site, you may register in person or by mail.

➔ **COURSES AVAILABLE FOR ONLINE REGISTRATION**- There are *select* courses that are included in online registration and are marked in the Current Class Schedule with the 🛜 symbol. To view this catalog please visit www.faytechcc.edu, then *Corporate & Continuing Education*.

Register online by visiting www.faytechcc.edu , click on the Web Advisor link located at the bottom of the page. Then follow the registration instructions listed below:

STEP 1: SEARCH FOR CLASSES

- Click on "Web Advisor" from the FTCC homepage. When the guest page opens, **choose the gold "Continuing Education" button.**
- From the Continuing Education Menu under the Registration heading, **click on the "Register and Pay for Continuing Education Classes" option.** *If your contact info has changed since the last time you registered, please take a moment to provide us with those changes using the Student Contact Form.*
- To search for your course(s), type the first word in the course's title in the "Search For" field, (Ex. Excel, Motorcycle, Pottery, CNA, Computer, CPR). To see all available courses, simply leave this option blank.
- To view individual **course details** such as course description, textbook and supply requirements, simply click on the course title after searching for courses. If your class requires you to obtain a supply list from our Registration & Records office, please request this by e-mailing to ceonline@faytechcc.edu or calling 678-8386.
- Click **Submit** to view results from your search.

STEP 2: REGISTER FOR CLASSES

- In the "select" column, **click in the box next to the course(s)** you wish to register for at this time. Click **Submit**.
- You will then be sent to the "Personal Identification" page. Here you will need to **fill out all required information** (red *). On the Birth Date field, please use this format (Ex: 01 /01 /45). Your Social Security number is used for student identification purposes only. Click **Submit** when complete to proceed.
- On the "Additional Registration Info" page, please **use the drop down arrow** in the "Educational Goal" box and **choose your response**.
- In the "Reason for Taking" box and "How You Learned of This Class" boxes, **use the drop down arrow** to select desired responses. Click **Submit**.

STEP 3: PAY FOR CLASSES

- At this point, you will be at the "Pay for Classes" page. You will need to select "**Register Now**" next to "Choose one of the following" and then **select payment method** to proceed with payment.
- Click **Submit** at the bottom. This will take you to the screen to enter your credit or debit card information.
- *IMPORTANT!!!* After your payment is processed, you must click the "**Continue**" button at the bottom of the payment page. You will then be redirected to the CE Registration portal. ***Be sure to print your registration confirmation to keep for your records!***

STEP 4: CHECK YOUR E-MAIL

- After completing the registration/payment of your class(es), you will receive a confirmation e-mail from the CE Registration and Records office.
  - **TIP**- Please add the ceonline@faytechcc.edu e-mail address to your contacts to ensure your e-mail does not go into your SPAM folder.
  - **TIP**- Our registration program has been tested using the following e-mail providers: G-Mail, Yahoo, AOL, Road Runner, and Outlook. We suggest you sign up for an account with one of these free e-mail providers to ensure you receive our correspondence successfully.

- **TIP**- If you do not receive the e-mail confirming your registration, please contact us at ceonline@faytechcc.edu or call 678-8386. We can check your records and confirm this with you over the phone prior to the start date of your class.

Walk-In Registration

You may register in-person at the following location:

Records & Registration Office
Neill A. Currie Center for Continuing Education
Fayetteville Campus
2201 Hull Road
Fayetteville, NC. 28303
Monday – Friday, 8:00am-5:00pm

Mail-In Registration

Print the registration form, complete the entire form, and insert your payment and mail to:

Continuing Education Mail-In Registration
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC. 28303-0236

TIPS FOR STUDENTS:

- You may register for Continuing Education classes on a first-come, first-served basis. Late registration will be held at the first class meeting *if space is available*.
- Please register at least a week prior to the start date of your class. If you wait, your class may either be full or canceled due to low enrollment.
- Make checks/money orders payable to FTCC. If paying by check, please ensure it includes a pre-printed in-state address and your driver's license number on the check.
- Important: Additional pre-requisites are required for Health Programs (910-486-3923).

TRANSCRIPT REQUESTS:

- If you need a transcript for Adult High School Education or Continuing Education, please print and complete this transcript form. You may then fax (910-678-8464), mail, or bring to the Continuing Education registration office in the Neill Currie building located at the Fayetteville Campus.

REFUND POLICY:

- The refund policy for Fayetteville Technical Community College's Continuing Education Division was established by the North Carolina Department of Community Colleges, Raleigh on October 15, 1993. The full refund policy is listed in the NC Administrative Code 23NCAC.2D.0203 (d) Brief Statement of Policy:
    1. A pre-registered extension student who officially withdraws from an extension class(es) prior to the first meeting of the class (should be 24 hours prior) will be eligible for a 100 percent refund by completing an official request form.
    2. The refund will be 75 percent if requested prior to the 10 percent date of the class(es) meeting.
    3. No refunds will be given after 10 percent of class meetings.

TO DROP/ADD :

- If you would like to Drop or Add a course, please contact Registration and Records at 910-678-8386.

FREQUENTLY ASKED QUESTIONS:

- **Q= May I register online for a class if I am under 18?**
  A= Continuing Education welcomes students who are 16 or 17 years old; however, we currently require them to register in-person or through the mail because students must provide a letter from their high school on school letterhead at the time of registration.
- **Q= May I register online for programs that require proof of a pre-requisite, driver's license, social security card, or other credentials?**
  A= No, you will be required to show these credentials in-person unless further noted.
- **Q= May I register online if I have an approved payment voucher or affiliation letter that I want to use to cover my tuition?**
  A= No, currently we only accept vouchers/affiliation letters in-person or via fax (678-8464).
- **Q= May I register online using cash, check, or money order?**
  A= To register online you must use a credit/debit card. You may use cash, check, or a money order by registering in-person or through the mail (*no cash through the mail please*).
- **Q= May I register my child online for Summerscapes camps?**
  A= We currently require all students under the age of 18 to register in-person or through the mail. If you need directions on how to find us, please call 910-678-8386.
- **Q= How do I update my contact information if it changes after I register online?**

A= To make changes to your student profile, please complete the Contact Form located at http://forms.faytechcc.edu/cced-online/ or contact the Records and Registration office by calling 910-678-8386 or e-mail to ceonline@faytechcc.edu.

- **Q= If I register online, how will I receive my parking pass to park on campus?**
  A= Please request a parking pass on the first day of class. Your instructor will provide this to you.

HELP?

- If you have any further questions or experience difficulty attempting to register online, please call 910-678-8386 or e-mail to the Continuing Education Registration Office at ceonline@faytechcc.edu.