CLEAR Weekday Expansion Classes
Fall 2024 <u>Electronic Registration</u> Instructions

1. Students who wish to pay by credit/debit card or check should use the electronic registration process. **<u>Students who wish to pay by cash or who cannot access our web form should see the paper form registration instructions instead.</u>**

2. Registrations will be accepted electronically from 5/1/24 at 8 a.m.- 5/31/24 at 5 p.m. **<u>Late enrollments cannot be processed electronically and will need to be submitted through the paper form</u>**. Late enrollments will be considered as space allows.

3. **<u>The electronic form works best on a computer.</u>** If you use a mobile or tablet format, you may have difficulty seeing all the class choices.

4. **Do not enter the electronic form more than once.** You will be charged each time. If you need to make changes or adjustments after submitting, please e-mail the Coordinator at cmarx@jccc.edu.

5. **Please view the webpage for information on certificate tracks.** If you previously selected a track, you will automatically continue in that program without reselecting a track. *Please reference the Fall brochure to see which track(s) each course counts towards.* You may not have more than two tracks selected at a time and you may only earn one certificate in each track.

6. **<u>Fees:</u>** a flat semester registration fee of $20 will be charged to each student. Fee payment will be required at the time of submission when using the electronic form.

7. Students must be 18-26 years old and Kansas residents. Students are eligible to enroll in and complete the semester in which they turn 27, <u>so long as they are still 26 at the time of enrollment.</u>

9. New students must schedule an interview with the CLEAR Coordinator, Catie Marx, by calling 913-469-7890 or e-mailing at cmarx@jccc.edu. Students must interview and be accepted before their classes begin but may submit enrollment before their interview occurs.

10. After submitting your electronic form, you will receive a receipt via e-mail from Marketplace. This is your confirmation that your registration was submitted**. You will not receive any communication from the SEP office until schedules are released.** If you do not receive your schedule by August 20th you may contact the SEP office after that date.

Please note- classes fill very quickly. We make every effort to ensure that students are placed in either their first or second choice classes, but it is not always possible. Please enroll early to ensure your best chance of your preferred classes.

Please follow the step-by-step instructions on the following page to complete the electronic registration form. Please also review the paper brochure included on the website (www.jccc.edu)

Fall 2024 CLEAR Electronic Registration

1. Visit the CLEAR webpage: www.jccc.edu/clear. Choose the Expansion Classes tab on the left-hand menu. Click the blue box that says "Electronic registration for Fall 2024"

2. You will be on the homepage titled "Fall 2024 Online Course Registration and Payment." It will show the registration flat fee of $20. Click "Add to Cart." Add to Cart will not be available until the registration date opens on **5/1/24 at 8 a.m. Registration will close on 5/31/24 at 5 p.m.** If you do not see the "Add to Cart" button, registration is not live yet or has closed.

3. Complete all Contact Information, Address Information and Emergency Contact Information with the red asterisk. Please use your JCCC stumail account if you know it and **check that e-mail regularly**.

4. Check the box for a sign language interpreter if one is requested.

5. Complete the School Information ONLY if you are attending CLEAR classes as part of a post-high (18-21 program.) Independent students should leave this section blank.

6. Check the Certificate Track if you would like to declare a track (1-2 tracks only.)

7. You will then come to the class schedule portion. First, you will see listings for Tuesday classes, followed by Thursday classes. **Some classes repeat- be sure you are choosing the correct day of the week.**

8. Most hours have multiple courses available. You will need to choose the classes in your order of preference in the hour you wish to take. An example is below:

   o   Rock 'n' Roll Around the World (1st Choice)
   o   Rock 'n' Roll Around the World (2nd Choice)
   o   Fitness for Life (1st Choice)
   o   Fitness for Life (2nd Choice)

The student will mark the 1st choice class as 1st choice and so on. If my order of preference is Rock 'n' Roll and then Fitness, I would mark Rock 'n' Roll Around the World (1st Choice) and Fitness for Life (2nd Choice.) **Do not mark the same class as 1st, 2nd and 3rd choice.**   If only one class is offered at that time, no rankings are necessary. **You MUST rank 1st, 2nd and 3rd choices in the timeframe.** If you make only a first choice and it is full, you will NOT be placed into a class that hour.

9. Once you have completed all your classes, Click Continue and review your choices and information on the following page.

10. Click Checkout and enter your e-mail on the following page. Click Continue.

11. Select your payment method (card or e-check) and complete the payment information and billing address. Click Continue.

12. Review your order. If you are paying by e-check, check the box agreeing to the ACH Agreement shown.

13. Click Submit Order.

14. Your enrollment is complete, and you will receive an e-mail from Marketplace. This is your proof of enrollment. Schedules will be sent via e-mail by 8/20/24.