

1. Search for classes

Select at least 2 search criteria. Click Search to view your search results.

Germanna Community College

Course Title Keyword (example: statistics)
 Class Nbr (example: 11136)
 Course Number
 Start Date Between and
 Search Subjects
 Instructor Last Name is exactly
 Meeting Time between and (example: 1:00PM)
 Day of Week
 Mon Tues Wed Thurs Fri Sat Sun

2. Select the class(es) for which you wish to register

ITEC 2317 - COMPUTER APPLICATIONS, "MS Excel 2003 II"
 Section **FF21-LEC(55208)** Status

Days and Times	Class Description	Bldg/Room	Location	Instructor	Meeting Dates	Cost
MoWe 9:00AM - 4:00PM	Excel Intermediate, 2003	FAC2 - Rm 112A Training Clsrm	FAC	Jill Okin	11/3/2008 - 11/5/2008	\$219.00

3. Confirm, and hit next when finished making selections

4. Select "Proceed to Checkout":

Open Closed

Days/Times/Dates	Bldg/Room	Location	Instructor	Status	Cost
MoWe 9:00AM - 4:00PM 1/3/2008 - 11/5/2008	FAC2 - Rm 112A Training Clsrm	FAC	J. Okin	<input checked="" type="radio"/>	\$219.00
MoWe 9:00AM - 4:00PM 2/8/2008 - 12/10/2008	FAC2 - Rm 112B Training Clsrm	FAC	J. Okin	<input checked="" type="radio"/>	\$219.00

Sub Total of Charges \$438.00

5. Confirm selection(s) and select "Finish Enrolling":

Open Closed

Class	Description	Days/Times	Bldg/Room	Location	Instructor	Status	Cost
ITEC 2317-FF21 (55208)	Excel Intermediate, 2003 (Lecture)	MoWe 9:00AM - 4:00PM 11/3/2008 - 11/5/2008	FAC2 - Rm 112A Training Clsrm	FAC	J. Okin	<input checked="" type="radio"/>	\$219.00

Total Amount to be Charged to Your Credit Card \$219.00

6. If current student, enter UserID and password. Otherwise, select "New User" and follow instructions.

<p>New Users</p> <p>Click Here</p> <p>to Register for a User ID and Password</p>	<p>Registered Users</p> <p>Sign in here if you have previously attended, applied for admission to, or been employed by any Virginia Community College</p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="SIGN IN"/></p> <p>Forgot your User ID and/or Password? Click Here for My VCCS</p>
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7. Enter payment information.

8. You'll receive confirmation of registration.

Suzanne L Broman
 2130 Germanna Highway
 Locust Grove, VA 22508

Confirmation Details
 Reference Number 450000718066 Payment Date 10/31/2008
 Card Number XXXXXXXXXXXX1111
 Payment Amount 219.00 Status Successfully Posted

Class	Description	Days/Times	Bldg/Room	Location Code	Instructor	Cost
1 55208	Excel Intermediate, 2003 (Lecture)	MoWe 9:00AM - 4:00PM 11/3/2008 - 11/5/2008	FAC2 - Rm 112A Training Clsrm	FAC	J. Okin	\$219.00

Thank You for Enrolling at Germanna Community College
 We Hope You'll Enjoy Your Learning Experience.