

## I.E. REGISTRATION PROCEDURE

1. Press and hold the control key down and click this website link

<https://webadvisor.govst.edu/WebAdvisor/WebAdvisor?TOKENIDX=2551558893&type=M&constituency=WBCE&pid=CORE-WBCE>

**Start here**

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WebAdvisor 3.1  
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OR [www.govst.edu/occe](http://www.govst.edu/occe)

## School of Extended Learning

College of Arts and Sciences

College of Business and  
Public Administration

College of Education

College of Health and Human  
Services

School of Extended Learning

American Language and  
Culture Institute

Corporate Education

Courses

Examination Preparation

GSU Concert Chorale

Military



*One of the big ideas that we have been pursuing since GSU was founded more than 40 years ago is to make education accessible.*

We know that on-campus daytime classes just aren't possible for many students because of work and family schedules or active military service. We also know that many students – often GSU alumni who found their love for learning here – want to keep on learning for a lifetime. The School for Extended Learning is designed to meet those needs and more.

[Registration Home Page](#) ← **click here**

[Fall 2014 Schedule of Classes](#)

# Registration

American Language and Culture Institute

Corporate Education

Courses

Examination Preparation

GSU Concert Chorale

Military

Off Campus Education Centers

The Knowledge Exchange



Welcome to Governors State University Continuing Education and School of Extended Learning registration page.

[Register Here](#)

then click here



[LOG IN](#)

[MAIN MENU](#)

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[CONTACT US](#)

CONTINUING EDUCATION - CONTINUING EDUCATION MENU

Welcome Guest!

Start here



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WebAdvisor<sup>3.1</sup>  
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## Register and Pay for Continuing Education Classes

Use the search boxes below for a specific class or click "SUBMIT" at the bottom of this page to view all classes offered.

Search For (Key Word)

Course Code Number

Starting On/After Date  Ending By Date

Classes Meeting After

Classes Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Topic Code  Musical Topics

Location

Instructor's Last Name

The Knowledge Exchange

Click here

or this for  
The Knowledge Exchange

Select this  
for the GSU Concert Chorale

SUBMIT

don't forget submit!

3.

## Select Classes

Note that this does not reflect our complete course catalog. Only classes available for enrollment by non-degree students appear here. For a complete search, including classes available to degree-seeking students, use "Search for classes."

You are not enrolled in any selected classes until you are shown a Class/Payment Confirmation form listing the classes in which you successfully enrolled.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input checked="" type="checkbox"/>	<a href="#">CE-MT01-01 GSU Concert Chorale</a>	02/16/2015-04/27/2015 Continuing Education Monday 07:00PM - 09:30PM, E Building, Room E1530	Main Campus	02/16/15	04/27/15	To be Announced	<input type="text"/>	0.00	130 / 46

class

click in box

SUBMIT

then click here

4.

# Personal Identification

Since you have not logged in to WebAdvisor, we need to identify who you are before we can register you. Please provide as much information as possible (we do not sell your information to mass marketers). If you do not wish to provide at least the minimum required information, you will need to contact our institution directly in order to register for any Continuing Education or non-degree classes.

Check the certification box at the bottom of the form before submitting your information.

Note: If you have previously provided information to the institution, entering different information on this form will not update any existing records.

**Everything with an asterisk (\*)  
must be filled in.**

\* = Required

Prefix

First Name\*  Middle Name  Last Name\*

Suffix

SSN

E-mail Address\*

Mailing Address Line 1\*

Mailing Address Line 2

City\*  State\*  Zip\*

County

Country (only if foreign)

Phone Number	Extension	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**please give at least 1  
phone number**

**Are you Hispanic or Latino?**

Yes  
 No

**Select One or More Races**

Birth Date (mm/dd/yyyy)\*

Gender\*

Citizenship Country\*

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

you must click here

SUBMIT

then here

6.

**Additional Registration Info**

Two entries on this form are required.

\* = Required

Educational Goal

Course Name and Title	Reason For Taking Course*	How You Learned of This Class*
CE-MT01-01 GSU Concert Chorale	<input type="text" value="Just for fun"/>	<input type="text" value="A friend recommended it"/>

SUBMIT

7.

## Pay for Classes

NOTE: Your credit card will be charged if you select "Register now (check out)."

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

[Search for more Continuing Education courses](#)

Use this option if you would like to look for sections, and then register for them.

If you choose to print a payment confirmation, please remember to click the lower 'back' button (not the browser back button) and then click 'continue' to finalize your registration.

If you have received a message and are unable to register for course, please contact the Office of Continuing Education in the School of Extended Learning at 708.534.4099 or [continued@govst.edu](mailto:continued@govst.edu).

\* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
50.00	CE-MT01-01 GSU Concert Chorale	02/16/2015-04/27/2015 Continuing Education Monday 07:00PM - 09:30PM, E Building, Room E1530	02/16/15	04/27/15	To be Announced		0.00	Main Campus	<input type="checkbox"/>

Total Amount Due 50.00

Choose one of the following:\*

Register now (check out) ▼

click down arrow and  
select "Register now"

Select a payment method to complete registration (check out)

Payment Type

Discover ▼

MasterCard ▼

Visa ▼

click down arrow  
& select card type

SUBMIT

don't forget  
this one

8.

Please wait...



9.

**Governors State University**  
**Instant Enrollments**

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

**Payment Amount**

\$  .

**Payment Method**

**Debit Card or Credit Card**

Card Number

Expiration Date

Security Code [What is this?](#)



Please note **you will not be charged until you Submit at end.**

**Continue**

[Cancel](#)


## Governors State University Instant Enrollments

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

### Review & Accept Terms

#### Payment Method

Amount

 Ending in 0533

\$50.00

#### Terms and Conditions:

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by

 Printer Friendly

[Back](#) | [Cancel](#)

Please note **you will not be charged until you Submit at end.**

**Accept Terms**

This page supports 128-bit SSL encryption as verified by DigiCert.



12.



## Governors State University

### Instant Enrollments

PAYMENT INFORMATION > **PAYER INFORMATION** > REVIEW & SUBMIT > COMPLETE

#### Please enter your account information

Name

 Suffix

Country

 ▼

Address

Street Address 2

Apartment or Suite Number

  ▼ 

12.

 re-enter your phone number

Enter your e-mail

 re-check your e-mail  X

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

[Continue](#)


## Governors State University Instant Enrollments

PAYMENT INFORMATION > PAYER INFORMATION > **REVIEW & SUBMIT** > COMPLETE

### Review And Submit

#### Payment Method

#### Amount

 Ending in

\$50.00

#### Account Information

Name

Street Address

City

State

Zip Code

Country

Phone

Email

[Back](#) | [Cancel](#)

**Submit** 

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

## Governors State University

### Instant Enrollments

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

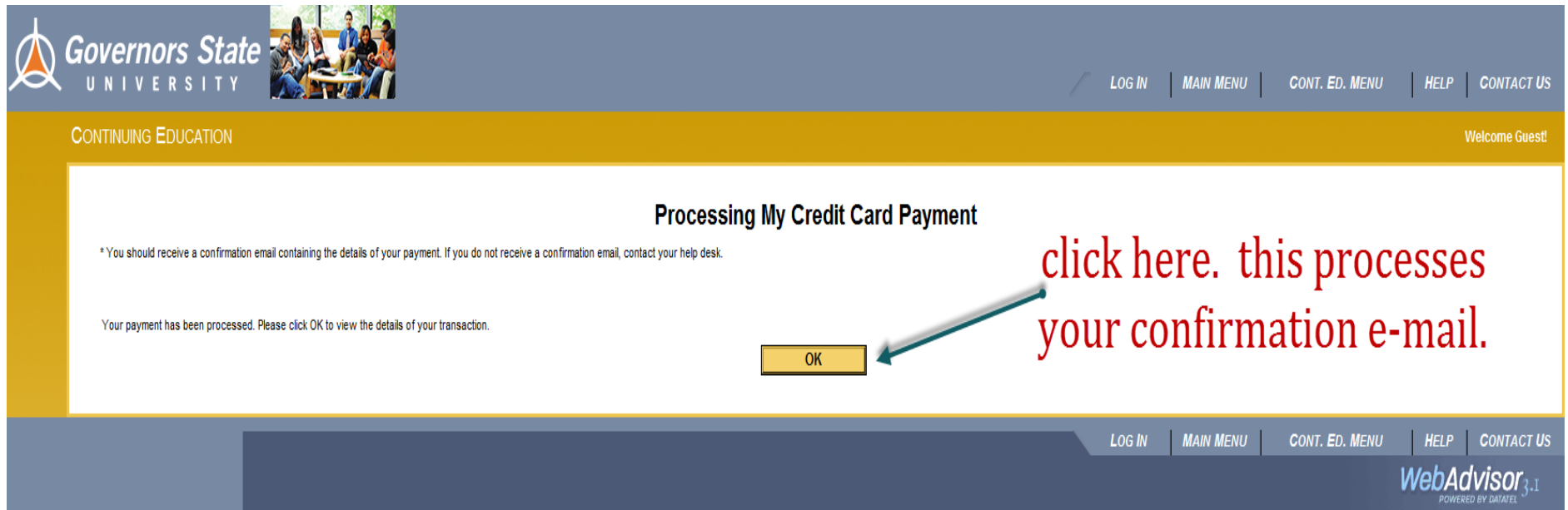
## Your payment is being processed.



Please wait while your payment is being processed.

- In just a moment, we will display your printable digital receipt and confirmation number.
- If you do not receive a confirmation number, please do not reprocess your payment. To avoid multiple charges, please contact Customer Service at 800-487-4567 for assistance.
- If you do not see the animated bar on this screen, [click here](#).
- Do not use your browser's "Back" button.

14.



The screenshot shows the Governors State University website interface. At the top left is the university logo and name. To the right are navigation links: LOG IN, MAIN MENU, CONT. ED. MENU, HELP, and CONTACT US. Below this is a yellow banner with "CONTINUING EDUCATION" on the left and "Welcome Guest!" on the right. The main content area is white and titled "Processing My Credit Card Payment". It contains two lines of text: "\* You should receive a confirmation email containing the details of your payment. If you do not receive a confirmation email, contact your help desk." and "Your payment has been processed. Please click OK to view the details of your transaction." Below the text is a yellow "OK" button. A red arrow points from the text "click here. this processes your confirmation e-mail." to the "OK" button. At the bottom of the page, there is a dark blue footer with navigation links: LOG IN, MAIN MENU, CONT. ED. MENU, HELP, CONTACT US, and the WebAdvisor logo with "POWERED BY DATATEL" below it.

15.

**Governors State University**

**Instant Enrollments**

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Your payment has been completed successfully. Thank you.

PRINT

**Confirmation Number**

**Date & Time**

[Redacted]

Wednesday, November 5, 2014 10:53AM CT

**Payment Method**

**Amount**

VISA Ending in [Redacted]

\$50.00

**Account Information**

- Name
- Street Address
- City
- State
- Zip Code
- Country
- Phone
- Email

[Redacted]

Continue

you may also have to click the back button that shows up here afterward

instead of clicking print, hit ctrl p on your keyboard and print from the popup box

# Class/Payment Acknowledgement

Thank you for using WebAdvisor!

Please **print this page** to keep for your records. Contact our Continuing Education Office if you need further assistance.

Dear [redacted]  
 Thank you for your on-line registration. Our system shows that you have registered for the class(es) below. For questions, please contact the Office of Continuing Education in the School of Extended Learning at 708.534.4099 or www.govst.edu/occe. Sincerely,  
 Registrar  
 Governors State University

Receipt No [redacted]  
 Date/Time 11/05/2014 10:53:56  
 Merchant Governors State University  
 1 University Parkway  
 University Park IL 60484  
 Payer [redacted]

You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location
50.00	CE-MT01-01 GSU Concert Chorale	02/16/2015-04/27/2015 Continuing Education Monday 07:00PM - 09:30PM, E Building, Room E1530	02/16/15	04/27/15	To be Announced		0.00	Main Campus

Your account has been charged \$50.00, which includes a \$0.00 convenience fee, and reflects only the successful registrations listed above. Your credit card transaction number is 92258813.

Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount
				Payment for classes	50.00



Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message
No unsuccessful requests				

OK

click here to complete

17.

and you're back to this page.

[LOG IN](#) | [MAIN MENU](#) | [CONT. ED. MENU](#) | [CONTACT US](#)

CONTINUING EDUCATION - CONTINUING EDUCATION MENU Welcome Guest!

User Account

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Academic Profile

you have successfully registered for your class

[LOG IN](#) | [MAIN MENU](#) | [CONT. ED. MENU](#) | [CONTACT US](#)



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