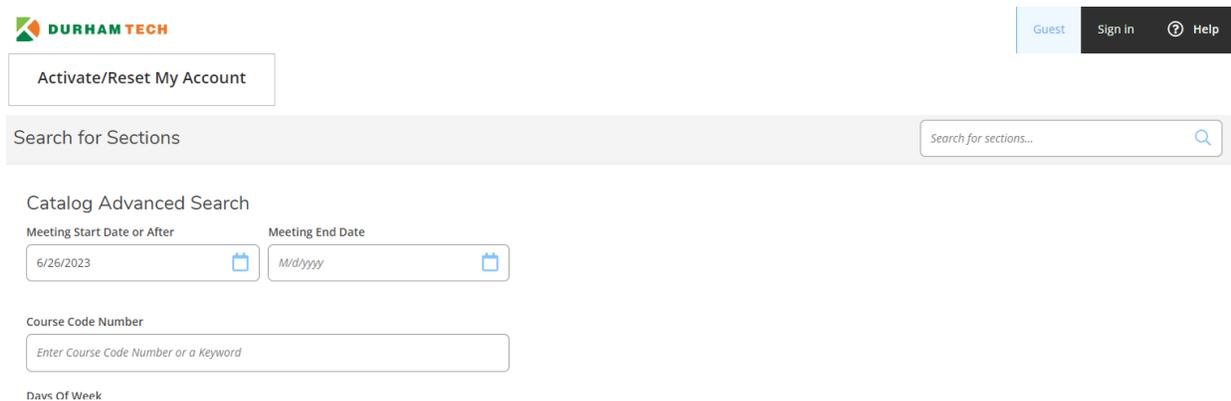
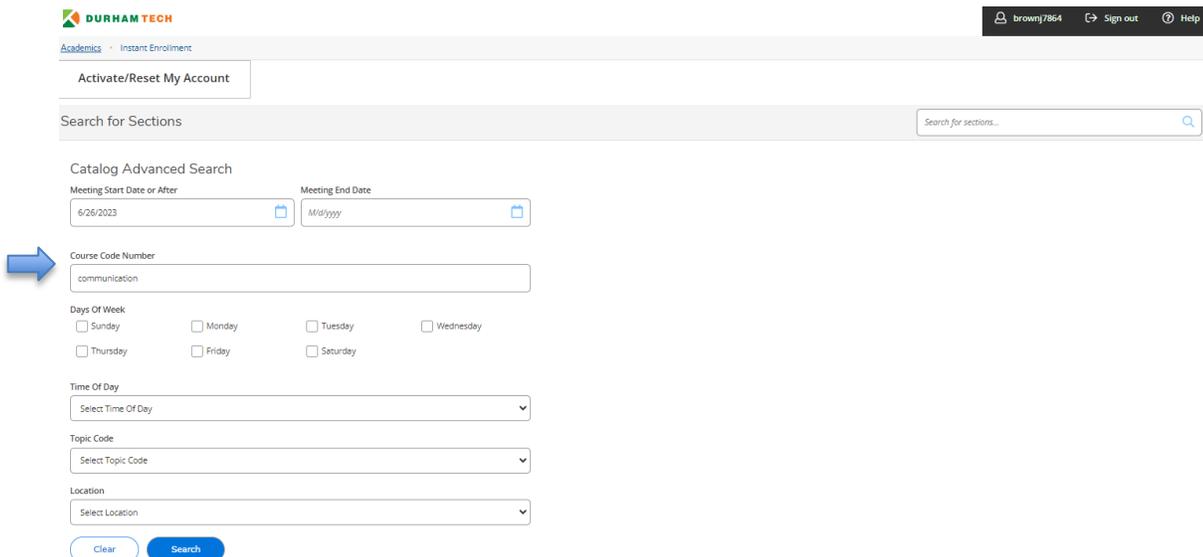


Non-Credit Course Registration and Payment Self-Service Instant Enrollment for New Students

1. Access Self-Service Instant Enrollment at [Self-Service Instant Enrollment for Non-Credit Courses](#)
As a new student you will register as a guest and may begin searching for a course on the home page.



2. Use the **Course Code Number** field to search by course code or keyword (ex. Communication). To see a list of all available course, leave this field blank and click the **Search** button.



- Review the options and click the **select** button for the course section you would like to register. In this example for the first course, the **seats** column 24/25/0 shows that 24 seats are available, the total capacity is 25, and there are no students on the waitlist. Non-credit courses do not use the waitlist feature.

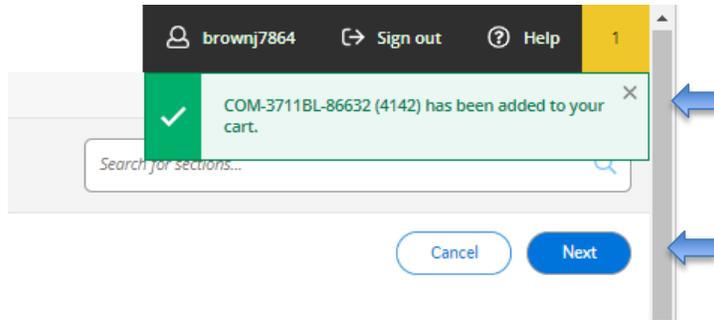
Advanced Search Selection: communication, Meeting Dates On or After 6/26/2023
Filters Applied: None

Seats	Times	Locations	Instructors
7 / 20 / 0	T/Th 8:45 AM - 11:15 AM 6/27/2023 - 8/22/2023	Main Campus, Collins (Building 2) 153 Classroom Hours	Donovan, S
10 / 20 / 0	T/Th 11:30 AM - 2:00 PM 6/27/2023 - 8/22/2023	Main Campus, Phillips (Building 3) 213 Classroom Hours	Hurtado, C, Wilder, P
3 / 20 / 0	M/W 5:30 PM - 8:00 PM 6/26/2023 - 8/16/2023	Main Campus, White (Building 1) 131 Classroom Hours	Devkota, M, Shah, F

- Next review detailed course description and additional information regarding schedule. Click the **ADD SECTION** button to add course to your cart.

Section Details	
COM-3711BC-86631 Conversation Workshop II (4141) CE Fall 2023	
Instructors	Donovan, S (donovans@durhamtech.edu)
Meeting Information	T, Th 8:45 AM - 11:15 AM 6/27/2023 - 8/22/2023 Main Campus, Collins (Building 2) 153 (Classroom Hours)
Dates	6/27/2023 - 8/22/2023
Seats Available	7 / 20 / 0
Credits	4 CEUs
Grading	Graded, Pass/Fail, Audit
Requisites	None
Course Description	Are you ready to practice your speaking/listening skills in a fun, student-centered and content based language class? In this lower-intermediate course you will focus on improving your spoken English and active listening skills through communicative activities, like role plays, dialogues, interviews, real-life situations, class discussions, and games in academic, professional and social contexts.
Topic	Business
Additional Course Fees	Fees listed here are in addition to general tuition and fees charged at registration. ConEd CAPS,Acc,Tech Fees: \$11.25
Books Total	
Close	Add Section

- Once added, you will see the notification in the top right corner of the screen that the course has been to your cart. Click the **NEXT** button to move to the personal information page.



- The personal information page will be used to create your student account with the College. Complete information accurately. Be sure to check the box at the bottom of the page to **certify** that your information is correct in order to **submit** and move to the next section.



Register and Pay for Continuing Education Classes

[Return to Instant Enrollment Course Catalog](#)

Person Identification

Personal Details

Prefix Suffix

First Name * Middle Name Last Name *

Birth Date Gender

SSN Confirm SSN

Citizen Country *

Ethnicity & Race

Ethnicity

Race

Current Address

Outside US/Canada

Address Line 1 Address Line 2 City * State/Province *

Zip Code * County

Contact Details

Phone Number Extension Phone Type

Email Address *



I certify that I am the person described above, and that the information presented is correct to the best of my knowledge. *

- Please complete the additional details questions and then click the **submit** button to be taken to the **Make a Payment** page.

Academics > Instant Enrollment

Register and Pay for Continuing Education Classes
[Return to Instant Enrollment Course Catalog](#)

Additional Details

Education Goal
 Personal Enrichment

Class
 DMV-3129A-84684 DMV-Auto Safety (2215)

Reason for Taking
 Just for fun

How You Learned About this Class
 A friend recommended it

Cancel Reset **Submit**

© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

- Choose Payment Method (options include American Express, Discover Charge, Master Card, VISA Charge, or WebCashier Check) and then click **Proceed to Payment**.

Financial Information > Student Finance > Make A Payment

Make a Payment
 Use this page to make a payment on your account

Alert: Total amount due includes anticipated financial aid. Current amount due does not include anticipated financial aid, but does include disbursed financial aid. Students must pay all NELNET scheduled payments until financial aid has been disbursed.

Total Payment : \$372.00 VISA CHARGE **Proceed to Payment**

Collapse All **Please Note:** Amounts Due may include credit amounts.

Fall 2020 \$372.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	BANK	6/9/2020	\$372.00	\$ <input type="text" value="372.00"/>

- You may choose to add or remove courses here. Once ready to pay, review **Payment Details** and select **Payment Method** (options include American Express, Discover Charge, Master Card, VISA Charge, Webcashier Check) and then click **Proceed to Payment**.

DURHAM TECH brownj7864 Sign out Help

Academics > Instant Enrollment

Register and Pay for Continuing Education Classes
[Return to Additional Information Form](#)

Pay for Classes
 Before registering, you can choose to add/remove classes.

COM-3711BL-86632 (4142) Communicative Grammar I	\$136.25	Delete
---	----------	---------------

Seats	Times	Locations	Instructors
10 / 20 / 0	T/Th 11:30 AM - 2:00 PM 6/27/2023 - 8/22/2023	Main Campus, Phillips (Building 3) 213 Classroom Hours	Hurtado, C, Wilder, P

Add More Classes

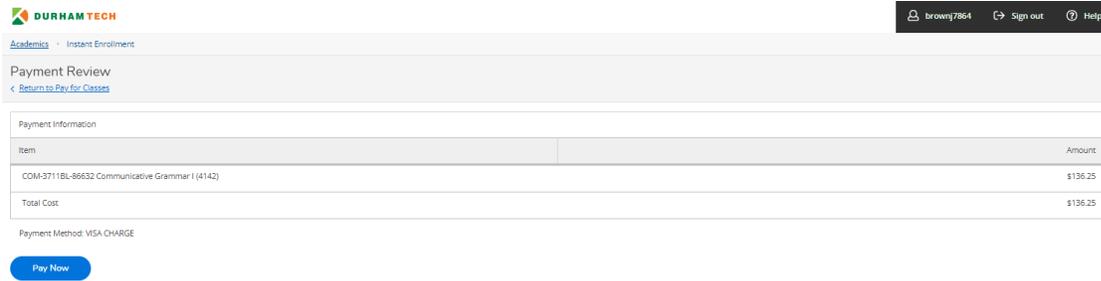
Courses Summary
 COM-3711BL-86632 Communicative Grammar I \$136.25
 Total \$136.25

Payment Details
 Click **Proceed to Payment** to pay the section's cost

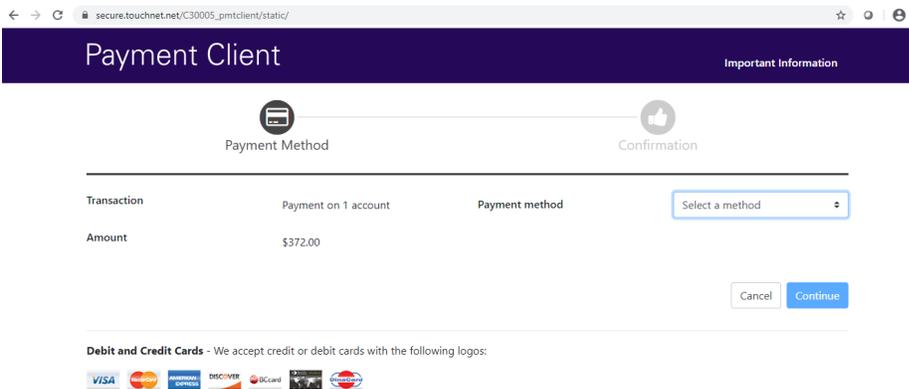
Payment Methods *
 VISA CHARGE

Cancel **Proceed to Payment**

10. Review Payment Information, then click **Pay Now**.



11. A new window will open taking you to https://secure.touchnet.net/C30005_pmtclient/static/ and will direct you to complete the payment process. Be sure to click **Select a Method** to choose Electronic Check or Credit/Debit Card option before clicking the **Continue** button.



12. Once payment has been processed, you will receive an email confirmation similar to the example below.

