

Registration Link

<http://mckimmoncenter.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseId=6493674>

The screenshot shows the NC State University website interface. At the top, there is a navigation bar with links for 'FIND PEOPLE', 'LIBRARIES', 'NEWS', 'CALENDAR', 'MYPACK PORTAL', and 'GIVING'. Below this is the NC State University logo and a search bar. The main content area features the course title 'Summer Food Service Program 2 Days OPD-SDPISFSPW2-N' in large red text. To the left is a sidebar with navigation options like 'MCKIMMON CENTER FOR EXTENSION AND CONTINUING EDUCATION', 'Student Login', 'Instructor Login', 'DIVISION UNITS', and 'MCE&CE'. Below the course title, there are links for 'Email this information to yourself or a friend', 'Remind me of this course at a later date', 'Print Version', and 'search again'. The 'Official Program Description' section explains that the workshop is for SFSP sponsors, covering requirements, record-keeping, and application processes. A 'Who Should Attend' section lists 'New prospective and returning SFSP sponsors who have been pre-qualified by North Carolina Department of Public Instruction School Nutrition Services for participation for 2016-2017.'

- Click the registration link
- A page from the NCSU website will appear with the SFSP official program description of the course, who should attend, etc.

The screenshot shows the 'Sections' page for the course. It lists two sections: 'Summer Food Service Program 2 Days OPD-SDPISFSPW2-N - 001' and 'Summer Food Service Program 2 Days OPD-SDPISFSPW2-N - 002'. Each section includes details such as the semester (Spring 2017), in-class dates and times, location (On Campus for section 001, Off Campus for section 002), number of sessions (2), contact hours (12.0), and a registration fee of \$0.00. Section notes provide the specific location addresses. Red arrows point to the 'Add to Cart' buttons for each section. Blue arrows point to the 'Request Information' sidebar on the left.

- Also on this page are the sections offered for this training
- Click "Add to Cart" for the dates/location you will attend

The screenshot shows the NC State University checkout page. At the top, there is a navigation bar with links for 'FIND PEOPLE', 'LIBRARIES', 'NEWS', 'CALENDAR', 'MYPACK PORTAL', and 'GIVING'. Below this is the NC State University logo and a search bar. The main content area is titled 'Checkout' and includes a navigation menu with 'Shopping Cart', 'Profile', 'Applications', 'Payment', and 'Receipt'. The 'Enrollment Information' section lists the item 'Summer Food Service Program 2 Days' with a registration fee of \$0.00. A 'Remove Item' link is visible. Below the item list is a table with columns for 'Enrollment Options', 'Cost', 'Adjust.', 'Tax', and 'Subtotal'. The 'CART TOTAL: (USD)' is shown as \$0.00. A red arrow points to the 'Continue Checkout' button.

- A page showing that you have added a section will appear
- Click “Continue Checkout”

The screenshot shows the NC State University login page. At the top, there is a navigation bar with links for 'FIND PEOPLE', 'LIBRARIES', 'NEWS', 'CALENDAR', 'MYPACK PORTAL', and 'GIVING'. Below this is the NC State University logo and a search bar. The main content area is titled 'Login' and includes a navigation menu with 'Shopping Cart', 'Profile', 'Applications', 'Payment', and 'Receipt'. The 'Login' section asks the user to select one of the following options: 'Current User' or 'New User'. The 'Current User' option is selected, and there are input fields for 'User Name' and 'Password', both marked as 'Case sensitive'. There are also links for 'Forgot User Name' and 'Forgot Password'. A blue arrow points to the 'Current User' radio button.

- A Login page will appear
- If you have registered for a NC DPI School Nutrition Program course before you will click “Current User” and put in your “User Name” and “Password”. If you have forgotten your login information click the appropriate link.
- If you have never registered for a NC DPI School Nutrition Program course, click “New User” to continue the registration process

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NC STATE UNIVERSITY Courses · Certificates · My Cart

Search This Site

Shopping Cart **Profile** Applications Receipt

Profile

Required fields are marked with an asterisk (*)

To proceed to the payment information screen, click the **Continue Checkout** button.

User Information

MCKIMMON CENTER FOR EXTENSION AND CONTINUING EDUCATION

- Student Home
- My Profile
- My Enrollment History

Email Address*

Preferred Email Address*

Delete

Add Another Email Address

- If you have never registered for a NC DPI School Nutrition Program course you must enter your profile information to continue the registration process
- Make sure to include your email address
- Record your “User Name” and “Password” in a safe place for future use

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Shopping Cart **Profile** Applications Payment Receipt

Profile

Required fields are marked with an asterisk (*)

Confirmations:

The following sections are reserved successfully:

- ▶ OPD-SDPISFSPW2-N - 002 (Stephanie Tatum)

These sections will be held for 20 minutes.

To proceed to the payment information screen, click the **Continue Checkout** button.

User Information

MCKIMMON CENTER FOR EXTENSION AND CONTINUING EDUCATION

- Student Home
- My Profile
- My Enrollment History
- My Course Schedule
- My Applications
- My Certificates
- My Account History
- Forms and Policies
- Special Requests

- If you already have a Profile, review it and update it if changes have occurred. Ensure that your email address is correct.

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MCKIMMON CENTER FOR EXTENSION AND CONTINUING EDUCATION

- Student Home
- My Profile
- My Enrollment History
- My Course Schedule
- My Applications
- My Certificates
- My Account History
- Forms and Policies
- Special Requests
- Announcements
- Help
- Logout

DIVISION UNITS

- MCE&CE
- Campus Collaborators
- Center for Urban Affairs and Community Services
- Continuing Education Unit (CEU)
- Non Credit Reporting
- The Collaborative at the Gateway Technology Center
- Technology Training Solutions

Checkout

Shopping Cart Profile Applications Payment Receipt

Cart

Enrollment Information

Summer Food Service Program 2 Days
OPD-SDPISFSPW2-N - 002

Enrollment Options	Cost	Adjust.	Tax	Subtotal
Registration Fee				\$0.00
				\$0.00

CART TOTAL: (USD) \$0.00

Policy Confirmation*

I have read and understand the [Registration Policies](#) and approve charging the above indicated amount on my credit card.

Required fields are marked with an asterisk (*)

[Keep Shopping](#) [Continue Checkout](#)

- A page with your Cart information will appear
- Click the “Policy Confirmation” box after you have reviewed it.
- Click “Continue Checkout”.

Registration and Cancellation Policies | Mckimmon Center for Extension & Continuing Education - Google Chrome

Secure | https://mckimmoncenter.ncsu.edu/coursebasket/policiesPopup.jsp

Registration and Cancellation Policies

Registration and Cancellation Policies
Office of Professional Development

Our goal at the Office of Professional Development is to make the registration process as easy and simple as possible. We have several ways you can register--online, by mail, fax or over the phone. We accept a number of payment methods, including check, purchase order, and major credit cards (Visa, MasterCard, American Express).

To register for your desired program(s), you will first need to find and open the page for the program(s) you plan to attend in any of the following categories: **Seminars, Conferences, Certificate Programs, or Online Courses.**

Call **919.515.2261** to place your registration or if you have questions please have all your registration information, including payment, ready when you call.


Cancellation Policy
If your plans should change, you may designate a substitute to attend in your place at any time. Since program policies vary, please call the Office of Professional Development at **919.515.2261** and one of our representatives will be happy to assist you.

Encore Program for Lifelong Enrichment
Payment is by check or credit card only. Confirmation of your registration will be emailed or mailed to you (depending on registration method).

Refund Policy
Courses: Members may request a refund of a course by contacting the Encore office at least two weeks prior to the start of the course. A \$15 processing fee per member per transaction will be charged. No refunds will be given for courses/events with fees of \$25 or less.
Study trips/events: Refunds for study trips/events may be requested up to three weeks prior to the date of the event. However, because of contractual obligations with vendors and advance ticket purchases, full refunds cannot be guaranteed. A \$15 processing fee will be deducted from the refund. Participants in multi-day trips are strongly encouraged to take out travel insurance.
A \$10 fee will be charged per member per transaction if a member wants to change to a different class or event once his/her registration has been processed.
If Encore cancels a course or event, you will be notified and given a full refund (or you can apply the fee to another course or trip in the semester). Please allow four weeks for processing refunds.
The membership fee will not be refunded.

Computer Training Unit
Our goal at the Computer Training Unit (CTU) is to make the registration process as easy and concise as possible. Because of this, we provide multiple ways for you to register for your classes. If you have any questions, please don't hesitate to contact our office. Your registration fee includes instructional materials, supplies, and a certificate. It is important to pre-register for the workshop(s) as seating is limited. Day classes begin at 9:00 a.m. and end at 4:30 p.m., unless otherwise noted: check-in is held from 8:30 a.m. to 9:00

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NC STATE UNIVERSITY

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Search This Site

MCKIMMON CENTER FOR EXTENSION AND CONTINUING EDUCATION

[Student Home](#)
[My Profile](#)
[My Enrollment History](#)
[My Course Schedule](#)

Checkout

[Shopping Cart](#) | [Profile](#) | [Applications](#) | [Payment](#) | **[Receipt](#)**

Transaction Receipt

Transaction Receipt

The transaction was successfully completed. Please print this page for your records.

Cart

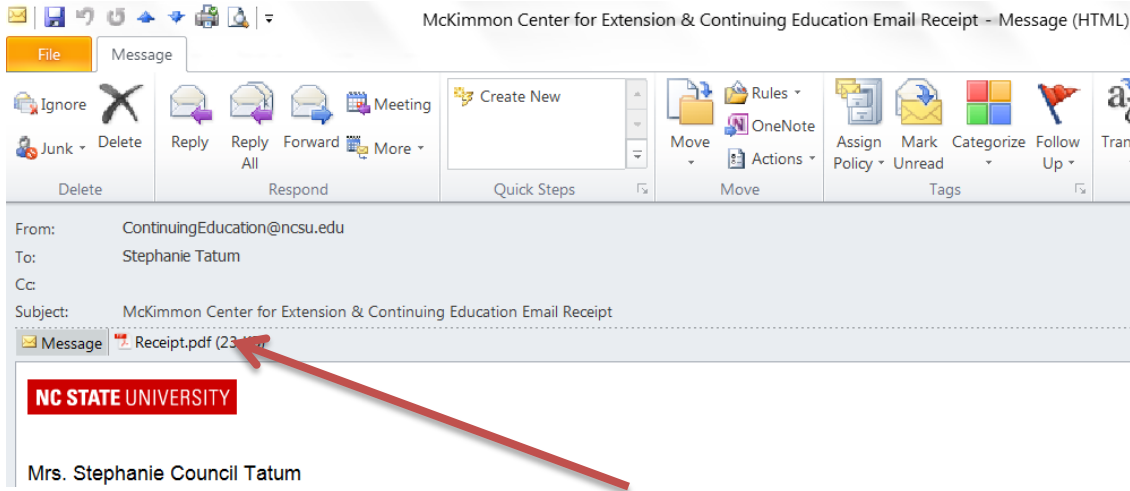
Enrollment Information

Summer Food Service Program 2 Days
 OPD-SDPISFSPW2-N - 002

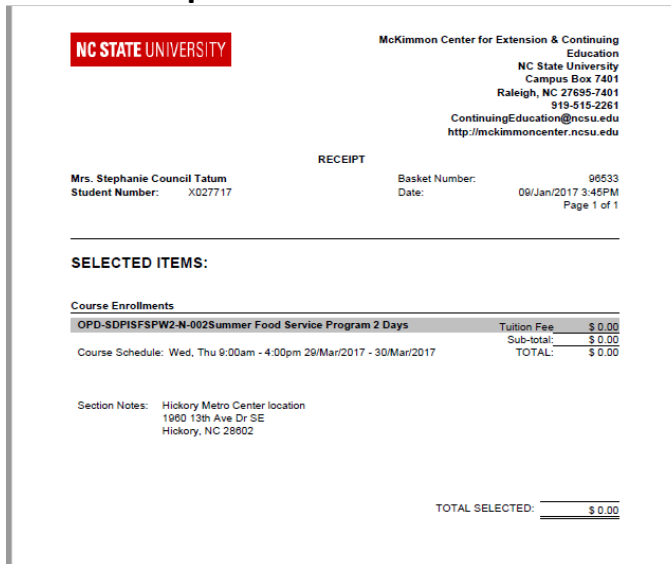
Enrollment Options	Cost	Adjust.	Tax	Subtotal
Registration Fee				\$0.00
				\$0.00

CART TOTAL: (USD) \$0.00

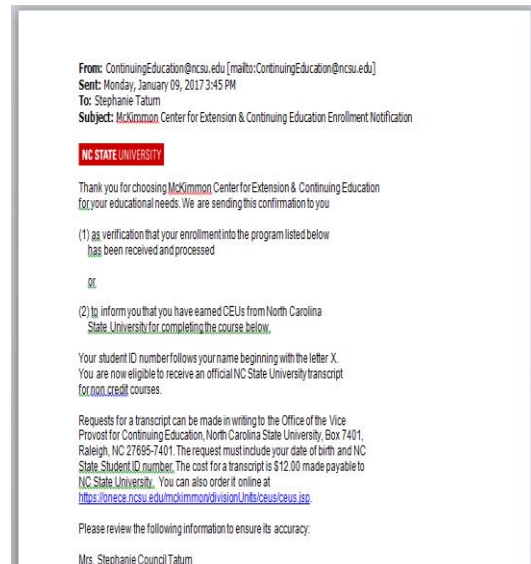
- **A page transaction receipt page.**
- **Please print this page for your records**
- **Log-out**



- You must receive an email confirmation to ensure registration was completed
- Click on the “Receipt.pdf” letter that is sent with the email to make sure that you are completely registered
- It will look like the example below
- Retain for your records. You can save it to your computer.
- You will also receive a letter of enrollment. Save it for your records. See example below.



[RECEIPT LETTER/CONFIRMATION OF REGISTRATION]



[ENROLLMENT INTO NCSU SYSTEM NOTICE]

If you continue to have problems, use the “Important Information on How to Enroll” or contact NCSU directly. For all questions related to registration, please contact Julie Talton at (919) 515-8185 or by e-mail at jtalton@ncsu.edu

http://mckimmoncenter.ncsu.edu/news/publicNews.do?method=displayStory&storyIndex=0&activity=Announcements

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Important Information on How to Enroll

How to Enroll
 The Student Login is a portal through which you can update your student profile, access your enrollment history, enroll, and submit a request to drop or transfer a course. You may also view your account history, announcements, and upcoming events. In order to use the Student Portal, you will need to obtain a username and password.

New Students
 If you are enrolling for the first time, your login information will be created automatically during the registration process. You must provide an email address.

Current Students
 Current students can log in using the "Student Login" link on the left side of our site. Enter your username and password, then select the course in which you wish to enroll. From the course description, click the "Add to Cart" button below the course section information. Continue shopping if you wish to add more classes.

If you do not know your user name:

1. Click the **Forgot User Name** link
2. Enter your email address when prompted
3. If your email address is in the system, you will receive an email with your user name
4. If your email address is NOT in the system, please contact our division at **919.515.2261**

If you do not know your password:

1. Click the **Forgot Password** link
2. Enter your user name when prompted (see above if you require user name)
3. You will receive an email with your password

Previous Students
 To utilize the new registration system on our current website and have access to the new enhanced features, please create a new account by clicking on the Student Login button on the left menu of our website. Then click the "Create a free account" button to get started.

*If you have taken non-credit courses with any units within the McKimmon Center for Extension and Continuing Education prior to October 31, 2011, you may have established a student account in our previous registration system. Questions about your registration history can be answered by calling us at **919.515.2261**. Your account history since October 31, 2011 can be viewed using the Student Login feature.*

MCKIMMON CENTER FOR EXTENSION AND CONTINUING EDUCATION
 Student Login
 Instructor Login

DIVISION UNITS
 MCE&CE
 Campus Collaborators
 Center for Urban Affairs and Community Services
 Continuing Education Unit (CEU)
 Non Credit Reporting
 The Collaborative at the Gateway
 Technology Center
 Technology Training Solutions
 Connecting in North Carolina (CINC)
 Continuing and Professional Education
 Contractual Education and Partnership Development
 Other Lifelong Learning Institute
 McKimmon Conference and Training Center
 Office of Professional Development
 Upper Coastal Plain Learning Council
 E-Newsletters