



Important Career Technical Education (CTE) Registration Update

1. **NEW SPRING REGISTRATION DATE FOR CTE COURSES**

The Summer term registration date for CTE classes has been changed to accommodate the volume of registration activity. The new date of registration for CTE classes will be **Thursday, May 27, 2010 at 7:00 a.m.** In addition to the earlier registration day for CTE classes, new registration procedures for CTE classes are described below:

2. **DUPLICATE SUBJECT/COURSE REGISTRATION**

Previously, you were allowed to register for as many CRNs in a single Course offered. In order to provide access to as many students as possible, you will only be allowed to register for one CRN per Course during the first day of registration. For example, Medical Terminology (MEOC 104) has three CRNs: 30163, 30395 and 30409, respectively. During the first day of registration, you will be able to register for one (1) CRN in MEOC 104. You may register for as many **Courses** as available (e.g., you can register for both MEOC 104 and MEOC 130). Additionally, you may add yourself to a waitlist in as many CRNs as available, including duplicate Courses, once the CRN is full.

3. **RESERVED SEATING**

This feature applies to the following courses:

MEOC 140 - Pharmaceutical Mathematics

MEOC 135 – Human Relations for Healthcare Workers

A portion of seats in each CRN will be reserved for students who have returned a form declaring their intent to complete the Pharmacy Technician program. This form will be distributed in Pharmacy Technician classes. If the reserved seats are full, the Pharmacy Technician student may register for an available open unreserved seat or add themselves to the wait list. New students will not be eligible to enroll in reserved seats.

FREQUENTLY ASKED QUESTIONS (FAQ)

What is CTE?

CTE stands for Career Technical Education. Some Career Technical Education classes at SCE include Early Childhood Education, Pharmacy Technician, Computer and Administrative Assistant classes.

How can I tell if a course is a CTE offering?

A listing of CTE classes can be found [here](#).

Will I still be able to register online?

Yes, you will be able to register online beginning Thursday, May 27, 2010 through the start of the term.

In-person registration will not change from its published date of Wednesday, June 2, 2010.

How do I become eligible for additional seating?

*Students currently enrolled in a Pharmacy Technician class will be provided a form to return to the registration counter no later than **Wednesday, May 19, 2010** declaring their intent to complete the Pharmacy Technician program.*

When is registration for classes with additional seating for declared Pharmacy Technician students?

Registration will begin online Thursday, May 27, 2010 at 7:00 a.m. through the start of the term.

If am not eligible for additional seating, when will I register?

All CTE classes will begin registration on Thursday May 27, 2010 at 7:00 a.m.

How will I know if I am eligible for additional seating?

If you have returned the form to the registration counter, your student record will be activated to use reserved seating.

What is the advantage for students eligible for additional seating? Why was this implemented?

Students eligible for additional seating will be able to register for a portion of seats set aside for them in highly impacted CRNs, as well as open unreserved seats if reserved seating is full. This was implemented to provide an opportunity for Pharmacy Technician students to complete their program requirements in a timely manner.

I am currently taking classes at Cypress or Fullerton College. Am I eligible for additional seating?

If you are currently enrolled in Cypress or Fullerton College, you will not be eligible for additional seating. This is done to preserve your permit-to-register appointment with the college.

I am receiving an error message when I register. What does this mean?

Please use the chart below to resolve your error.

Error Message	Explanation	Resolution
Duplicate course with section	You are attempting to register for two CRNs under the same course.	Please select one CRN that they would like to register per course. If a CRN is full, you may place yourself on the wait list and register for another CRN in the same Course.
Registration changes are not allowed. Course status dates not within range for part of term	You are attempting to register for a course that is not a CTE course.	Registration for general classes will begin Tuesday, June 1, 2010 at 7:00 a.m.
Reserve Closed – 0 on Waitlist	You are not eligible for reserved seating and regular seats are not available.	You may add yourself to the wait list.

I am still having problems registering. What can I do?

Please contact the **School of Continuing Education WebStar Helpline** at (714) 808-4679 or starhelp@sce.edu. Staff are available to assist you Monday-Thursday 7:00am-5:00 pm and 8:00am-5:00pm on Fridays.