

## SCHOOL OF CONTINUING EDUCATION REGISTRATION WORKSHEET

### Before You Register:

- If you are a **New Student**, go to [www.sce.edu/newstudent](http://www.sce.edu/newstudent) to submit an application online.
- Verify that you have met any **prerequisites**.
- Verify that you do not have any **holds** on your account.
- Fill out the worksheet below.
- Log into your myGateway account a week or two prior to registration to confirm that your LOG-IN/PIN combination is working.
- For a walkthrough of the registration process, please visit <http://sce.edu/registration>

### STEP 1 – Go to myGateway

Go to <http://sce.edu> and click on myGateway:



### STEP 2 – Log In

Enter your **eight-digit Student ID Number** or **Social Security Number** with no hyphens or spaces. (NOTE: Social Security Number is only available if you have provided the number to us.)

STUDENT ID

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OR

SOCIAL SECURITY NUMBER

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Enter your **six-digit PIN (Personal Identification Number)**. Your temporary PIN is typically your six-digit date of birth (mmddyy) unless you have changed it or created a PIN when you applied for a student ID.

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- **CHANGE PIN:** If you used your date of birth to log in, myGateway may require that you change your PIN.
- **Security Question/Answer:** myGateway may also ask you to enter a security question and answer in the event that you forget your PIN.
- **Disabled PIN:** If your PIN is disabled due to “multiple login attempts,” use the PIN Reset Feature on the User Login page or contact the myGateway Help Line at (714) 808-4679 or [starhelp@sce.edu](mailto:starhelp@sce.edu).

### STEP 3 – Register for Classes

Click on the **Webstar** logo:



From the main menu, click on “**Register for Classes**”

Select the correct term for **School of Continuing Education** and then click “**Submit.**”

**NOTE:** You may be asked to complete a short survey before registering. Your assistance with this information is greatly appreciated.

**ADDING CLASSES:** Enter the five-digit CRN (Course Reference Number) from the worksheet below for each class you wish to add and click **Confirm Your Choices**.

## COURSE PLANNING SHEET

IDEAL CLASSES									
CRN (Course Reference No.)					Title	Days	Times	Location	
ALTERNATE CLASSES									

After confirming your choices, the *STATUS* column will tell you if you are registered, the class is closed, or that the class has been cancelled.

**Wait List:** If the class is closed, some classes have the option of putting yourself on the *WAIT LIST* which would appear in the drop-down menu under the *ACTION* column. You may add yourself to the Wait List by choosing the Wait List option in the drop-down menu or you may drop yourself from the class by choosing Drop On-Line. Click on **Confirm Your Choices** again and your *STATUS* for that class will show whether you are Wait Listed or dropped from the class.

### STEP 5 – Complete Registration

After you have added all of your classes and are satisfied with your class schedule shown on the registration page, click **Complete Registration** at the bottom of the registration page. *If you fail to complete your registration, you may be dropped from your classes.*

### STEP 6 – Pay Fees (if any)

Following the registration is the *Account Summary by Term*. The amount shown next to your Account Balance is due and payable within 72 hours of registering. If payment is not submitted within 72 hours, you may be dropped from your classes.

Full payment is required. You may use a Visa or MasterCard to pay online or pay in person with cash or check. To pay by credit card, select **Credit Card Payment**, select the term, and follow the prompts. \$25 is charged to any students' account for returned check or non-sufficient funds.

If the account balance reflected is ZERO, you may:

- Return to the *Student Tab* of myGateway (click on the link located on the top left hand corner of the screen) and click on PRINT SCHEDULE/BILL to print out your registration receipt
- Log out if do not want to print out a receipt

**If you decide not to attend any classes you have registered for, please officially drop them so that other students may register for the class.**

## Need Additional Help?

Visit <http://sce.edu/registration> for videos and other information.