

# Non-Credit Registration

## Searching for, Adding a Course

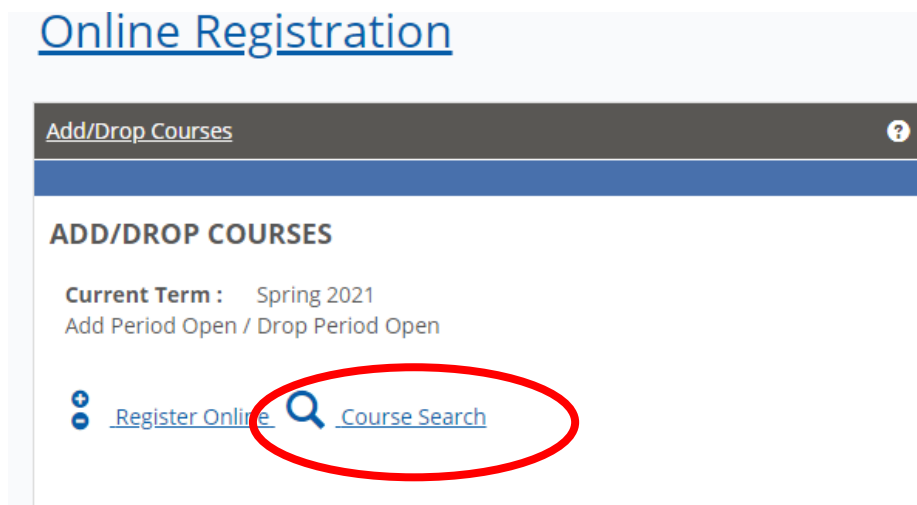
Log into your QC Portal at: <https://register.quincycollege.edu>

Click on the **'Online Registration'** tab.



Click on **'Add/Drop Courses'**.

Click on **'Course Search'**.



When the Course Search window opens, change the Term to **'Non Credit'** and the division to **'Non Credit'**.

# Online Registration

## Add/Drop Courses - Course Search

### Course Search

Term:

Department:

Course Number Range:  to

Title:

Course Code:

Division:

Click **'Search'**.

Your choices of available courses will open. To add a course, check the box next to the appropriate course name.

<input type="checkbox"/>	<a href="#">NCN 118 96</a>	TEAS Test Prep Science-	Open	R 6:00 PM- 9:00 PM; ONLINE, Online	0.00	3/25/2021	4/22/2021
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Click **'Add Courses'**.

<input checked="" type="checkbox"/>	<a href="#">NCN 118 96</a>	TE Pr
<input type="checkbox"/>	<a href="#">NCN 120 ZM 1</a>	Hi Cc

## Paying for a course

Click on the **'Student'** tab at the top of the My QC Campus Portal page.

Click on **View My Account & Financial Aid** on the left-hand menu.

The screenshot shows the My QC Campus Portal interface. At the top, there is a dark blue navigation bar with the text "MYQC CAMPUS PORTAL" and several menu items: "Home", "Password", "Course Search", "Online Registration", "Admissions", and "Student". The "Student" tab is circled in red. Below the navigation bar, there is a breadcrumb trail: "You are here: [Student](#) > [Registrar's Office](#)". On the left side, there is a vertical menu with the following items: "Student", "Registrar's Office" (with a dropdown arrow), "My Academic Advising", and "My Account & Financial Aid". The "My Account & Financial Aid" item is circled in red. The main content area is titled "Student" and contains two columns of links. The left column has "Student Schedule" (with a help icon) and "Course Schedule for" (with a "View Details" link below it). The right column has "Registrar - Forms" and "Change of Major Request Form".

Click on **'My Account Balances'**.

The screenshot shows the "My Account & Financial Aid" page. The title "My Account & Financial Aid" is at the top. Below it, there is a section titled "My Account Info" (with a help icon) containing the link "My Account Balances" (circled in red) and "Course and Fee Statement".

You will be able to see any payments needed based on the courses that you added. Click **'Make a Payment'** to pay your balance.

## My Account & Financial Aid

### My Account Info - My Account Balances

#### My Account Balances

Accounts Receivable-Students \$75.00 Due Click Amount Due to review your charges and statement  
**Grand Total** \$75.00 Due

[View account details & history](#)

[Make a Payment](#)

[Course and Fee Statement](#)

Enter the amount you would like to pay in the space and click **'Submit'**.

### My Account Info - Pay on My Account

Accounts Receivable-Students Balance: \$75.00

Amount To Pay

75.00

Submit

Cancel

You will then be asked if you would like to pay with a credit card or e-check. Select your preferred payment method and click **'Continue'**.

### My Account Info - Payment Method

Please choose the type of payment you would like to make.

Credit Card  E-check

Continue

For Credit Card Payments: Enter information below for payment. Click **'Continue'** to complete transaction.

Required information is in bold type and indicated by an asterisk (\*)

**1. Verify Amount and Description of Payment**

Amount of Payment \$75.00  
Description of Payment This is an online payment. Please make sure you enter the telephone number including the dash (-) for example 555-555-5555.

**2. Enter Credit Card Information**

Credit Card Type \*

Card Number \*

Card Code \*  3 or 4-digit number on the back or front of your card

Expiration Date \*

**3. Enter the Billing Address for the above account**

First Name \* Last Name \*

Student Name (enter if different than name on credit card)  Required if name on card does not match student name

Address \*

City \* State \* Zip \*

Country \*

Phone Number \*  Format is 555-555-5555, use + for international

**4. Enter your Email Address for a receipt to be sent to you**

Email Address

For E-Check Payments: Enter information below for payment. Click **'Continue'** to complete transaction.

## [My Account & Financial Aid](#)



### My Account Info - Enter Payment Information



Required information is in bold type and indicated by an asterisk (\*)

#### 1. Verify Amount and Description of Payment

Amount of Payment **\$75.00**  
Description of Payment This is an online payment. Please make sure you enter the telephone number including the dash (-) for example 555-555-5555.

#### 2. Enter Checking Account Information

\*ABA Routing Number:  ⓘ  
\*Bank Account Number:  ⓘ  
\*Type of Account:   
\*Name of Bank:   
\*Name on the Account:  Name as it appears on the bank account

#### 3. Enter the Billing Address for the above account

First Name \* Last Name \*    
Student Name (enter if different than name on credit card)  \*MISSING[TXT\_PAYMENT\_COMPANY\_NAME\_ECHECK\_INSTRUCTIONS]\*  
Address \*   
City \* State \* Zip \*     
  
Country \*    
Phone Number \*  Format is 555-555-5555, use + for international

#### 4. Enter your Email Address for a receipt to be sent to you

Email Address