



## Online Registration Instructions for Continuing Education Courses

Thank you for your interest in the many courses, programs, and services provided by Pasco-Hernando Community College. To register for non-credit continuing education classes, you may use WISE (Web Information System for Education). You may also review available course dates on our website at [www.phcc.edu](http://www.phcc.edu) under the continuing education section of our schedule of classes.

To register, please:

1. Complete a continuing education application for admission if you are new to PHCC. If you have applied in the past, contact the information center for assistance at 1-877-TRY-PHCC.
  - Under the "Admissions" tab, choose "Apply online."
  - Select the blue button that reads "Apply Now for Continuing Education, Corporate and Professional Training."
    - In step 3 of the application, choose the option "I will be taking Continuing Education Courses Only," to ensure that you are not charged an application fee.
    - In the Application Summary, after you review your inputted information, please select "Information is correct, I am only taking Continuing Education Courses (no application fee)."
2. Login to WISE using your social security number and four digit personal identification number (PIN).
  - Links for WISE are located on the top right and left hand side of each PHCC webpage.
3. First time users will be prompted to create a security question and answer. Then you are ready to select from the menu.
4. Choose "Register" from the menu at the left.
5. Highlight your desired term and click "Continue."
6. Either enter the section number at the top or browse by course number.
7. Once you have made your choice, select:
  - "Add Now" if you entered the section number
  - "Add Course to my trial schedule" if you browsed by course number.
8. When your course appears in the trial schedule at the top right column, you may choose the blue "Confirm" button if you are finished building your schedule.
9. Now you have successfully registered! You may select "Pay Fees" in the menu if you wish to pay now using a Visa or MasterCard. Fee payments are also accepted on-campus at the college store. The college store accepts cash, check, money order, Visa and MasterCard. **Please Note: If you have registered for an online insurance course, please contact the continuing education department at 1-877-879-7422 ext. 3256 for additional information.**

If you have any questions, please contact the information center at 1-877-TRY-PHCC where a representative can assist you.

Thank you for your interest in Pasco-Hernando Community College.