Registering for a class using Slate

1. Visit the new and improved website by clicking here. It should look like this:

2. If you have an account with Continuing Education click login on the right side of the homepage. (Instructions for creating an account are in the W:drive)

3. You will then put your credentials in and click login.
4. A successful login should look like the picture below (Welcoming you 😊). Next, click **View All Courses**.

5. The course listings will be shown in alphabetical order. For this example we are interested in the **Advertising and PR Relations Certificate Program**. In order to find our class quicker we can filter by subject area (note the drop down below).
6. All courses listed will not be under the Marketing subject area. Once we find our course, click **Explore Upcoming Classes**. This will take you to the courses main page.

7. Here you can learn more about the course and if it is the right fit. You can also see the upcoming class offerings on the top right. If the dates and course are a right fit for you, click **Register for This Class**.
8. The final page will have the **class details, registration sheet, and payment options** available.

*(Note: The registration form will already be filled out since you are logged in.)*

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**Class: Advertising and Public Relations Certificate Program**

This certificate program gives you the foundation to create the most effective campaigns for driving sales and satisfying customers.

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### Class Details

- **Dates:** October 21, 2020 - November 24, 2020
- **Start Time:**
- **End Time:**
- **Meeting Pattern:** Not specified
- **Location:** 1 E. Jackson #7514
- **Cost:** $795.00
- **Registration Deadline:** October 20, 2020 (a $75 late fee will be assessed after this date for late registrations)
- **Final Deadline:** October 26, 2020

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### Registration

**First Name**

Jakub

**Middle Name**


**Last Name**

Zarba

**Email Address**

zarba@depaui.edu

**Birthdate**

- **Month:**
- **Day:**
- **Year:** 2000

**Social Security Number (SSN)**

*Entering your Social Security Number is optional, but providing it will expedite your application should you choose to apply as a degree-seeking student in the future.*

**Mailing Address**

**Country**

*United States*

**Street**

7640 Normandy Ave Apt 3N

**City**

Burbank

**State**

*Illinois*

**Postal Code**

60459-1075
9. Your final step before successfully registering will be to provide payment information. Please see the screenshot below.

(Note: University protocol requires all payments made by credit card include a 2.3% transaction fee)

<table>
<thead>
<tr>
<th>Cost &amp; Payment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Code</td>
</tr>
<tr>
<td>Course Fee</td>
</tr>
<tr>
<td>Amount Due</td>
</tr>
<tr>
<td>Transaction Fee</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Method</td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td>Account First Name</td>
</tr>
<tr>
<td>Account Last Name</td>
</tr>
</tbody>
</table>

Submit Registration and Payment

Class Details
 Dates: October 19, 2020 - November 9, 2020  
 Start Time: 7:00 PM  
 End Time: 9:00 PM  
 Meeting Pattern: Not specified  
 Location:  
 Cost: $0.00  
 Registration Deadline: October 12, 2020 (a $75 late fee will be assessed after this date for late registrations)  
 Final Deadline: October 18, 2020

Registration & Payment
 Congratulations! You are now registered for Testing Class - Social Media Marketing Seminar. Your first class begins on Monday, October 19, 2020.

You will receive an email with your registration confirmation and a receipt for your course payment.

If you have any questions, please contact us at 312-362-6300 or cpergistration@depaul.edu.
10. Once registration and payment is sent, you will receive enrollment confirmation and a receipt in your preferred email address.

Dear Jakub,

Congratulations! You are now registered for the following course: Testing Class - Social Media Marketing Seminar. Your first class begins on Monday, October 19, 2020. To review the full details of this course, click here. You also will receive separate emails with the following information:

- Payment details
- Access to Campus Connect, DePaul's student portal. Please note: if you already have a Campus Connect account, you will not receive this email.

For important information regarding our student policies, please click this link.

- Payment details
- Access to Campus Connect, DePaul's student portal. Please note: if you already have a Campus Connect account, you will not receive this email.

For important information regarding our student policies, please click this link.

Should you have any questions, please contact us at 312-362-6300 or cperegistration@depaul.edu. Good luck in your program and be sure to connect with us on social media to let us know how everything is going.

Best,

DePaul University
School of Continuing and Professional Studies

cperegistration@depaul.edu
(312) 362-6300