

# Registering for American Studies Online Class

Tuesday, November 08, 2016 1:39 PM

## Step 1:

Visit the UCLA Extension website for more information on the American Studies class. Webpage can be found at:

<https://www.uclaextension.edu/search/publicCourseSearchDetails.do?method=load&courseId=166206&selectedProgramAreaId=93583&selectedProgramStreamId=93613&ga=1.5123891.1806896187.1469648028>

## Step 2:

Add the class to your cart by clicking on the following yellow button:

Enroll Now - Select A Section To Enroll In

EDUC X 470 - 350361 Winter 2017 Online Available

**Add to Cart**

Section Title: American Studies  
Type: Online  
Dates: Jan 09, 2017 to May 15, 2017  
Contact Hours: 57.00

## Step 3:

Proceed to Checkout

Course EDUC X 470 - 350361 was added to your cart. Click checkout to complete the transaction.

Close **Checkout**

## Step 4:

Checkout again

\$500.00

\$500.00

**Checkout**

## Step 5:

Log in or create an account (this depends on whether you are a first time user or have already made an account)

### Log In or Create an Account

Please select one of the following options

**I Have An Account Already** I Am A New User

Log in using your existing account information.

User Name (case sensitive):  Forgot User Name

Password (case sensitive):  Forgot Password

Continue

A user name and password will be emailed to you on completion of this transaction. Please enter your primary email to continue.

Email:

Retype Email Address:

Continue

## Step 6:

Complete the required fields for your profile. (Shown to the right of this step) When finished, continue checkout.

**Continue Checkout**

User Name and Password

Personal Information

Email Address

Telephone / Fax

Address

Enrollment Data

Emergency Contact

Direct Billing Account

Group Affiliations

Employer

Educational Background

Credentials

Associations

Mailing List Preferences

Privacy Policies

## Step 7:

Begin your PTE Request by clicking on the start button @ the bottom right of the page.

Select Student Application

Application	Status
Permission to Enroll - HHS/SHRMANTIES [EDUC X 470 - 350361]	Not Started <b>Start</b>

## Step 8:

Double check to make sure that the application, course, and section fields have the following information indicated to the right of their respective sections. Once you have verified that the information is the same, click on "Submit Application" on the bottom right.

Applications

Pages: To Do

1. PTE Request - Incomplete

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

Need to do Incomplete Complete

Application For Individual Course

Course EDUC X 470

Section 350361

Status: In Progress

Not Started

Not Submitted

**Submit Application**

If you'd prefer to complete this application later, click **Save and Finish Later**. The responses you've provided will be saved and you can complete it from your Student Portal. You may not be able to enroll in your selected course sections until the application is submitted.

## Step 9:

Once you have requested PTE the program representative will grant permission to enroll. Subsequently, you will have to wait for an automated email with the subject title *UCLA Extension Confirmation* from the Department of Student and Alumni Services instructing you on how to pay for the course. Please continually check your email (whichever is linked to your account) for this confirmation.

## Step 10:

Upon receiving that email, you may proceed to the payment portion of your registration. (You will need card information for this final portion.)

## Step 11:

Once your payment is complete, you will receive a receipt; make sure to keep a copy of this for your records.