Continuing Education Online Registration: Frequently Asked Questions

What classes can I register for using the Continuing Education online registration system?

- Continuing Education classes that are open to the general public are available for online registration. This includes life & leisure, professional development, and certification & licensure classes.

What classes are not available on this system?

- Continuing Education classes not available in this system include law enforcement, firefighting, court-mandated courses (ex: Group Dynamics), and customized training classes (including Driver’s Education and Behind the Wheel). In addition, credit (undergraduate/program) classes are not available via this system.

Who can use the system?

- While we welcome all Continuing Education students to register via the online registration system, there are some situations where students will need to contact their local campus or provide additional information to set up your account. These include:
  - If you have enrolled in credit classes but not Continuing Education (non-credit) at WITC. Please call your local campus to have Continuing Education career added to your account.
  - If you have enrolled in classes at Mid-State Technical College or Lakeshore Technical College. Please call your local WITC campus to assign you as a WITC student.
  - If you have enrolled in Continuing Education classes but have not provided your social security number with your previous registrations. You have 3 options:
    - Complete a paper registration form and provide your SS#, so it can be entered into the system. Then, in the future, you will be able to register online.
    - Come to any WITC campus, bring your original SS card with you and another form of ID so staff can enter it.
    - If you choose not to provide your SS#, we are not able to allow online registrations. We welcome your registration by mail, phone, fax, or in person.
  - If you are under 16, or enrolling your child who is under 16 years old.
    - WITC is required to have a parent/guardian signature on file, providing approval for enrollment. Please submit registrations via mail, fax, or in person.

How are payments handled?

- As part of the check-out process, you must pay for a class when you register online. If you do not complete the full process (including payment), you will be dropped from your course after 30 minutes (without notification). Payments are handled through TouchNet, a secure third-party vendor. Credit, debit, and ACH (checking account) payments are accepted.
How do I verify that payment was made and print a receipt?

- To view your transactional data (charges and payments) for a date range will need to login to your Student Center and follow the steps below:

  1. Sign into your portal and click on Student Center.
  2. Scroll to the Finances section of your Student Center.
  3. In the “other financial...” click the blue down arrow.
  4. Select Account Activity.
  5. Click the double arrow to the right (chevron).
  6. In the view by section put in the date range you wish to view
  7. Leave the All Terms field alone or you may enter a specific term
  8. Click go.
  9. Make sure you click “View All” within the Transaction line.
  10. Print this page.

Have a question not answered in these FAQs?

- If you have questions or need additional information about a Continuing Education course, please call our Continuing Education assistants
- If you are having concerns with the online registration process or system, please call our Help Desk at 1.877.469.9482 to issue a help desk ticket. A WITC staff member will return your call as soon as possible during regular business hours.