



## NASH COMMUNITY COLLEGE CONTINUING EDUCATION ONLINE CLASS INSTRUCTIONS

<b>STEP 1. CHOOSE A CLASS</b>	<b>STEP 2. REGISTER &amp; PAY</b>	<b>STEP 3. COMPLETE TO ENTER THE CLASS</b>	<b>STEP 4. START CLASS</b>	<b>STEP 5. COMPLETE LESSON 1 &amp; QUIZ 1:</b>
<p>Go to <a href="http://www.ed2go.com/nashcc">www.ed2go.com/nashcc</a></p> <p>“Browse the Catalog” or use the “Search For Courses” box. Click on the class title to access <b>CLASS INFORMATION:</b></p> <ul style="list-style-type: none"> <li>-Course Detail</li> <li>-Instructor Bio</li> <li>-Course Syllabus</li> <li>-Course Requirements</li> </ul> <p><u>Classes run for six weeks</u>, with two lessons released each week on Wednesday and Friday.</p> <p><b>Some courses may require you to purchase and load software on your computer. We recommend you purchase and load software several weeks prior to registering for a class.</b></p>	<p><u>REQUIRED AT LEAST 2 DAYS PRIOR TO THE START DATE</u> by completing the NCC Continuing Education registration form and register/pay by fax, mail or come to the Continuing Education Department.</p> <p>The Continuing Education Registration Form is available at <a href="http://www.ed2go.com/nashcc">www.ed2go.com/nashcc</a> and <a href="http://www.nashcc.edu">www.nashcc.edu</a></p> <p>Please be sure to fill in all applicable information, including DATE OF BIRTH, and SIGN the registration form.</p> <p>Types of payment accepted are cash, money order, check, Visa, Mastercard, Discover and American Express and Debit cards.</p>	<p>The orientation must be completed by 5:00 pm. on the start date of class.</p> <p>Go to <a href="http://www.ed2go.com/nashcc">www.ed2go.com/nashcc</a></p> <p>Click on the “Class Title”</p> <p>Click on “Add to Cart”</p> <p>Type in requested information</p> <p>Click “Continue to Checkout”</p> <p>Click “Checkout”</p> <p>Click “My Classroom” (At the bottom of the page)</p> <p>(This step will only add your name to the class database – No payment can be made at this site – See step 2)</p>	<p>Go to <a href="http://www.ed2go.com/nashcc">www.ed2go.com/nashcc</a></p> <p>Click on the Class Title</p> <p>Click on My Classroom (found at top of webpage)</p> <p>Click on ENTER (located in the active courses box)</p> <p>Your lessons will post every Wednesday and Friday for 6 weeks.</p> <p>You have 2 additional weeks to complete all assignments and the final quiz.</p> <p><b>COMPLETE QUIZ 1 by midnight on the second Friday of the course.</b></p>	<p><b>COMPLETE QUIZ 1 BY MIDNIGHT ON THE SECOND FRIDAY OF THE COURSE.</b></p> <p>Upon successful completion, which requires completing the Final Quiz by midnight on Friday of Week 8, the student will receive a Continuing Education Certificate and Continuing Education Units (CEU)</p>

**Choose one of these options to submit the registration form & payment:**

**COME** to the Continuing Ed. Dept., on the second floor of the Business & Industry Ctr: Monday-Thursday, 8 am – 4:30 pm, Friday 8 am – 3:30 pm

**MAIL** registration form and fee to NCC Continuing Education, PO Box 7488, Rocky Mount, NC 27804

**FAX** registration form and credit card information to 252-451-8451

**For More Information** in regards to registering call Lori Winstead at 252-451-8234; or information about the class call Jonee Callahan at 252-451-8349.

**Continuing Education classes, including Online classes, DO NOT PROVIDE college credit hours that transfer toward a degree.**