

Search, Register and Pay for HVCC Credit-Free Classes with Flexible Registration

Getting started with Flexible Registration

Browser Compatibility

Be sure you are using one of the following internet browsers to view Flex Reg. If you don't have one of the following installed, click on the browser name or icon to be taken to the free download site.



Google Chrome
version 16 or later



Mozilla Firefox
version 6 or later



Apple Safari
version 4.0 or later for Mac OS and/or Windows




Microsoft Internet Explorer
version 8 or later

In addition, users must have the Adobe Flash Player installed on their computers in order to view Flexible Registration. Adobe Flash Player is a free download. Click on the title or icon to be taken to the free download site.

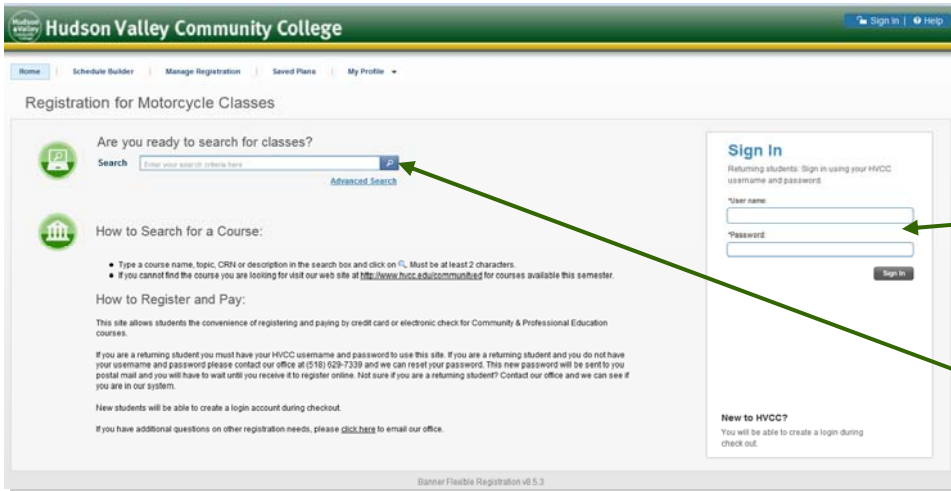


Adobe Flash Player
version 11.1.102.55 or later

Basic Info

- Flexible Registration is only available for credit-free course registration. As of, 4/3/12, only registration for Motorcycle courses and Kids on Campus programs are accessible through Flexible Registration.
- Unless you are a new student, you will need your HVCC user ID and password to register for courses in Flexible Registration.
- Payment is required at the time of registration. Discover, Visa, MasterCard and payment by check are accepted in Flexible Registration.
- Do not use your internet browser's BACK  button while in Flexible Registration. This may cause problems with the registration process OR cause you to be kicked out of the system. If you are a brand new student, you will not be able to log back in.
- **SECURITY WARNINGS:** You may encounter security popup warnings while using Flexible Registration or during the payment process. Please OK any of these popups and do not allow your browser to block any of Flexible Registration's content during the registration and payment process.


Search, Register and Pay for HVCC Credit-Free Classes with Flexible Registration



Welcome to HVCC's Flexible Registration for credit-free courses.

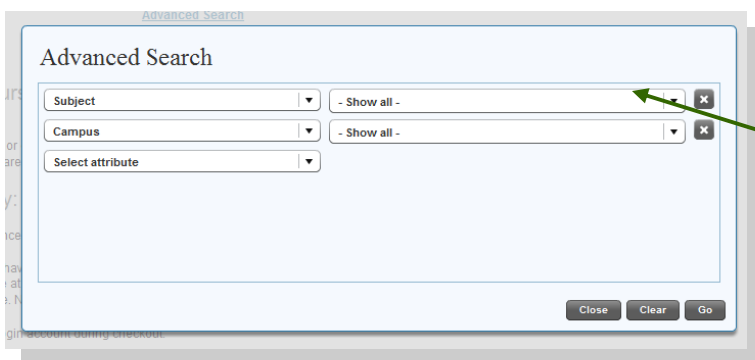
To begin, either **Sign In** with your HVCC username and password if you are a returning student,*

OR

Begin searching for classes immediately using the **Search** feature. Click the  to show all courses in the catalog.

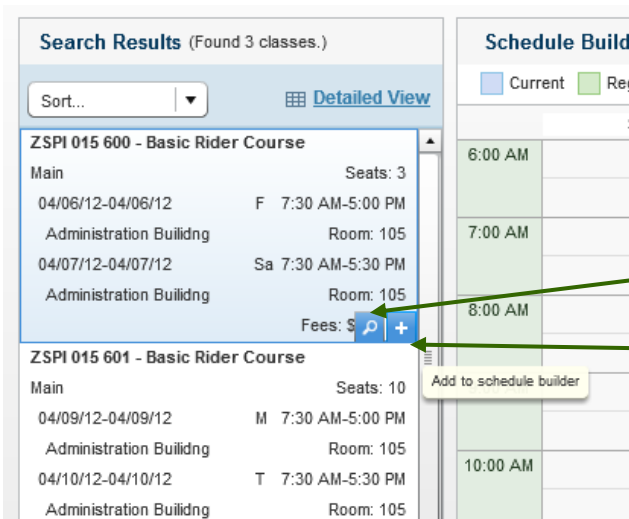
In the **Search** field, you can start searching for your class(es) by entering the course number (CRN) or words from the course title or description.

*Don't know/have your HVCC username or password? How do I know if I am a returning student? If you have ever applied for admission, a job, taken a credit course, credit-free course, summer camp or College in the High School course you may be considered a returning student. You can contact our office at 518-629-7339 and we can check for you and, if need be, resend your log in credentials to your permanent mailing address. New students can create an account and register within Flexible Registration.



With the **Advanced Search** feature, you can search for a class by specific attributes.

Choose this search option to narrow down your search for a course. Once you've chosen your criteria, select Go to show courses in the catalog that meet your criteria.



On the **Schedule Builder Screen**, available courses matching your search will show up on the left. Mouse over to a course to either see more details or add it to your cart.

Click the **Magnifying Glass** to show course details like course fee, instructor, etc.

Click the **+ sign** to add a class to your schedule and your shopping cart.

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The screenshot shows a 'Course Details' window for 'Total Control IRC' in 'Spring 2012 Credit Free'. The window has a left sidebar with 'Overview' and 'Meeting times' tabs. The main content area displays course information: Class: ZSPI001 600, Campus: Main, CRI: 60318, Instructor: Colandrea, Barbara, Credit hours: 0.000, Course level: Credit Free, Grade mode: Not graded, Available seats: 12, Schedule type: Lecture, and Class fees: \$150.00. Below this is an 'Instructional method' section with a scrollable list: Total Control - Intermediate Riding Clinic (IRC), 5-hour clinic aimed at newly licensed riders and/or Licensed riders returning to the sport that don't want an entry-level course, Throttle control, Brake control, Vision, and Line selection. At the bottom right, there are 'Close' and 'Add' buttons. A green arrow points to the 'Add' button.

After clicking the Magnifying Glass, the Course Details Screen will pop up showing the course description and additional information about the course. Click on Meeting Times to see the days/times for the course.

From here, you can click Close to return to the Schedule Builder or Add to add this course to your schedule/shopping cart.

The screenshot shows the 'Hudson Valley Community College' website's 'Schedule Builder' interface. The top navigation bar includes 'Home', 'Schedule Builder', 'Manage Registration', 'Saved Plans', and 'My Profile'. A search bar is present with 'Advanced Search' options. The main content area is divided into 'Search Results (Found 3 classes.)' and 'Schedule Builder'. The 'Search Results' section shows a list of classes, including 'ZSPI 015 600 - Basic Rider Course'. The 'Schedule Builder' section shows a table of classes with columns for 'Current' and 'Registered' status. A green arrow points to the 'Weekly View' link in the top right corner of the 'Schedule Builder' section.

Once you've added a class to your schedule/shopping cart, you will see it in your schedule. Here, it is presented in **List View**. You can also view the course in a **Weekly View**. Toggle between the two by clicking on view option at the top right corner of your screen.

A close-up screenshot of the bottom right corner of the 'Schedule Builder' screen, showing two buttons: 'Save' and 'Register'. A green arrow points to the 'Register' button.

All set with adding courses? Go ahead and click **Register** on the bottom right of your Schedule Builder screen to begin the registration and payment process.

If you haven't done so yet, you will next be asked to login, or if you're new to HVCC, to create a user account.

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The screenshot shows a registration page with two main sections: 'New Student?' and 'Sign In'. The 'New Student?' section includes a 'Create New Account' button. The 'Sign In' section has fields for 'User name' and 'Password'. A green arrow points from the 'Create New Account' button to the right-hand text.

Here, you will need to enter your **HVCC username and password**. If you are a previous student and do not have that information, call the Office of Community & Professional Education (629-7339) to have your username **mailed to you** and your password reset.

If you are a new student, click on **Create New Account** to create a new student account.

The 'Create a New Account' form is divided into two sections. The 'Account Details' section contains fields for: *First name, *Last name, Middle name, Suffix, *Birthdate (YYYY-MM-DD), SSN/STN/ID#, *Gender, Ethnicity, and Race 1. The 'Security Check' section includes a checkbox for 'I agree with the acceptable use policy', a CAPTCHA image showing the number '364d6', and a text input field for the security code. A 'Banner Flexible Registration v' is visible at the bottom right.

To create a new student account, enter your information on the **Create a New Account** screen. Required information is indicated by an asterisk(*).

NOTE: You must also check off that you agree with HVCC's Acceptable Use Policy before moving on.

When all of your information has been entered, please key in the Security Check code at the bottom of the screen and click **Submit**.

*Please note that returning students will be prompted to review and agree to the Acceptable Use Policy the first time they register via Flexible Registration.

The 'Welcome!' popup message contains the following text: 'Your account has been successfully created. Click 'Continue' to begin the check out process. Your username and password will be mailed to the address you provided during account creation.' A 'Continue' button is located at the bottom right of the popup.

Once your account is successfully created, you will see the popup Welcome! screen shown here. Click continue to complete the registration process.

IMPORTANT NOTE: Do not log out or close your browser screen at this point. Your login credentials will be mailed to you ASAP, but until you have them, you cannot log back in to complete your registration, if your session is interrupted.

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The screenshot shows the 'Registration Results' page. At the top, it displays 'ZSPI 015 600 | Basic Rider Course | Spring 2012 Credit Free' with a status of 'Flexible Registration'. Below this, there is a table of items:

Action:	Class total:
None	\$275.00
None	\$80.00
Summer 2012 Credit Free activity	
Summer CE Non-resident Fee:	\$349.00
Total: \$429.00	

At the bottom right, there are buttons for 'Update registration' and 'Proceed to payment'. A green arrow points from the 'Proceed to payment' button to the text on the right.

After logging in or creating a new account, you will be taken to the **Registration Results** screen. You can still drop a class from your shopping cart at this point. To complete your registration, click on **Proceed to Payment**.

If you see **CE Non Credit Resident Fee**, the course you are trying to enroll in requires a Certificate of Residence. If you wish to pay online, you will need to pay the entire fee. After you submit the certificate, a refund will be issued for the difference.

The screenshot shows a 'Registration Disclosure' popup window. It contains the following text:

I certify that all information given here to be true and correct. I understand and acknowledge that all tuition and fees must be paid in full at the time of registration and that the college reserves the right to cancel courses or make changes due to unforeseen circumstances. Courses may also be cancelled due to insufficient enrollment. In the event of a cancellation the college will attempt to notify students by phone, email and postal mail and 100% refunds will be made.

At the bottom, there are 'Cancel' and 'Accept' buttons. A green arrow points from the 'Accept' button to the text on the right.

A popup screen for the Registration Disclosure will appear. **Please read the disclosure carefully, as you are required to Accept its conditions before moving on to payment for your course.** Further details about The Office of Community & Professional Education's cancellation and refund policies can be found at: <https://www.hvcc.edu/communityed/cancel.html>

The screenshot shows the 'Payment' screen with an 'External payment' section. A 'Submit payment' button is visible at the bottom. A 'Cancel payment' button is also present. A green arrow points from the 'Submit payment' button to the text on the right.

Overlaid on the payment screen is an 'External payment confirmation' popup window. It contains the following text:

An external payment site will open for you to securely enter your payment information. Please DO NOT close this browser window before completing payment. This site will redirect you to view your payment receipt after you complete your payment through the external payment provider's site.

Do you want to proceed with making this payment?

At the bottom, there are 'No' and 'Yes' buttons. A green arrow points from the 'Yes' button to the text on the right.

At this point, you need to click through a series of screens indicating that you wish to go ahead, pay, and register for your course (s). Once clicking Yes on the **External Payment Confirmation** popup screen, you will be redirected to HVCC's PayPal Payment gateway.

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Hudson Valley Community College - Flexible Registration

RTS Payment Gateway Select Payment Form

If paying by credit card:

- Enter the Credit Card Holder's Name as it appears on the Credit Card.
- Enter the Credit Card Billing Address.
- Enter your phone number as digits only.
- The Verification Number is the 3-digit code found on the back of your credit card.
- Your credit card number is retained only for the duration of this transaction, and is not permanently stored at HVCC. PayPal Services will securely maintain the card transaction information for processing.
- No charges will be made to your credit card at this time.

If paying by check:

- Enter all required information.
- Information is for the individual whose checking account is being used.
- Your checking account information is retained only for the duration of this transaction and is not permanently stored at HVCC. TeleCheck will securely maintain the card transaction information for processing.

Select Payment Type

Pay By Credit Pay By Check

You have the option to pay by credit card or check. Please note that only **Discover, MasterCard and Visa** are accepted for credit card payment. If you wish to pay by check, have a check in front of you so all the necessary information is readily available.



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RTS Payment Gateway Check Information

You will be transferred to PayPal's Hosted Payment Services and be asked to enter your checking account information for your payment. The "MICR" line must include your Routing Number, Account Number and Check Number. These numbers will be along the bottom of your check. When entering the MICR line, do not include any of the spaces or symbols.

For example, the following would be entered for your "MICR" data:

Routing Number	Account Number	Check Number
1026946783	9243767390	1234

Bank (MICR) Number: 02694678392437673901234

Please note, the order of the Routing Number, Account Number, and Check Number can vary, you should enter the MICR line in the same order that is printed on your check.

Even though your check number is part of the MICR line, you will need to enter the check number again in the Check Number field.

If you choose to pay by check, be sure to have a check and your photo ID in front of you. On the first informational screen note where the required information is viewable on your check and click **Continue with Check Payment** to continue on to the next screen.

Please enter your payment and billing information here. **Required information is indicated by a ***. Please note that the email entered in the billing information section is where the payment receipt will be sent.

To complete payment, click the **Authorize this Transaction** button at the bottom of your screen.

Order Information

Invoice:	354350190000001418850397214
Description:	Flexible Registration
Total Amount:	\$275.00

Check Information

Check Type: Personal Business

Bank (MICR) number:

Please enter all of the numbers along the bottom of your check from left to right, excluding any symbols or spaces. For more information on the entry of the MICR number, refer to TeleCheck's [Check Entry Tip Sheet](#).

Check Number:

Name on Check:

Address:

City:

State:

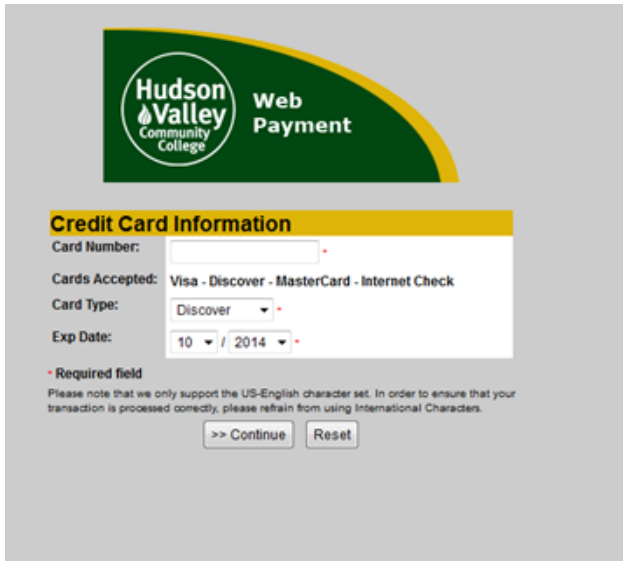
Zip Code:

Drivers License State:

Drivers License Number:

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For Credit Card Payments



The screenshot shows the 'Hudson Valley Community College Web Payment' interface. It features a 'Credit Card Information' section with the following fields: 'Card Number' (a text input field with a red asterisk), 'Cards Accepted' (listing Visa, Discover, MasterCard, and Internet Check), 'Card Type' (a dropdown menu currently set to 'Discover'), and 'Exp Date' (a date selector showing '10 / 2014'). A legend indicates that the asterisk denotes a 'Required field'. Below the form, there is a note: 'Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.' At the bottom of the form are two buttons: '>> Continue' and 'Reset'.

Hudson Valley Community College accepts **MasterCard and Visa for credit card payment**. On the first screen, enter the credit card information and click continue to move on to the next payment screen.



Please enter your payment and billing information for the credit card you are using here. **Required information is indicated by an asterisk (*)**. Please note that the email entered in the billing information section is where the payment receipt will be sent, not the email associated with the credit card account.

To complete payment, click the **I Authorize this Transaction** button at the bottom of your screen.

Search, Register and Pay for HVCC Credit-Free Classes with Flexible Registration

Hudson Valley Community College | Satchmo Pryloc | Sign Out | Help

Home | Schedule Builder | Manage Registration | Saved Plans | My Profile

Search [Enter your search criteria here] | Advanced Search

Credit Free Confirmation

Your registration is complete. Please print this page for your records by clicking the 'Print' button at the bottom right of this screen.

Name: Satchmo Pryloc
Payment method: External payment
Date: Dec 15, 2011

Schedule

ZSPI 015 600 | Basic Rider Course
Term: Spring 2012 Credit Free
CRN: 60234
Schedule type: Lecture
Instructor: Colandrea, Barbara

Credit hours: 0.000
Grade mode: Not graded
Course level: Credit Free

Start date	End date	Days	Start time	End time	Campus	Building	Room
Apr 06, 2012	Apr 06, 2012	F	7:30 AM	5:00 PM	Main	Administration Building	105
Apr 07, 2012	Apr 07, 2012	S	7:30 AM	5:30 PM	Main	Administration Building	105

Invoice 00000122

ZSPI 015 600 | Basic Rider Course
Class fees
Comm Ed Spring Course Fee

\$275.00

Go back home | **Print**

Banner Flexible Registration v8.5.3

That's all there is to it! Now you've successfully registered for a credit-free class online. Once the payment process is complete, you will be redirected back to Flexible Registration. **Please print your confirmation page for your records.**

***Reminder:** If you are a new student and created your student account during the course registration process, **your username and password will be mailed to the permanent mailing address** you entered while creating your account.

***Parking Passes:** Use your HVCC username and password to **access your HVCC e-mail account**. There, you will find a **printable parking pass to use on-campus** while you attend your credit free courses. Go to <https://www.hvcc.edu/students.html> and click on WebMail to login.

Questions? Call our office at **518– 629-7339** during regular business hours with questions about the online registration process. We are happy to help.