

West Coast Great Teachers Seminar 2011

Registration & Payment Procedure

Step 1: Register online through Continuing Education. You can do this via the college website (under the aqua blue coloured Programs/Courses tab) - go to 'Ready to register now' which is under 'Sign me up!' on the left hand side of the page or you can do this via Camlink on the intranet - log in to Camlink and then go to the Continuing Education mustard-coloured tab on the top right. See the two options illustrated below:

Option 1 via the college website:

The screenshot shows the Camosun College website's navigation menu with tabs for ABOUT US, STUDENT SERVICES, PROGRAMS/COURSES, INTERNATIONAL, SPORTS, ABORIGINAL, and BUSINESS SERVICES. The main banner features the 'be.' logo and 'Spring/Summer 2011' with a bee on a flower. The 'Continuing Education' section is highlighted in blue and contains links for 'Continuing Education home', 'A-Z class list', 'Classes by subject', 'Certificate programs', and 'New classes'. Below this is a 'Sign me up!' section with links for 'Ready to register now?' and 'Where's my classroom?'. The 'How to Register' section explains that online registration is easy and convenient, listing steps: check space availability, pay by credit card, receive instant confirmation, and open between 7am and midnight. It also provides other registration options: print and register in person, by phone, and by mail. A 'Contact Info' sidebar on the right lists contact details for Continuing Education & Contract Training, including email (cectinfo@camosun.bc.ca), phone (250-370-4578), and a main switchboard (250-370-3000). It also provides enrolment services hours: 250-370-3550, 1-877-554-7555 (toll-free), and hours from Mon-Wed: 9am-4pm and Thu: 9am-5:30pm.

Option 2 via Camlink:

The screenshot shows the Camlink intranet interface. The top navigation bar includes the CAMOSUN COLLEGE logo, the 'camlink' text, and links for 'Change Password', 'Log Out', 'Main Menu', and 'Contact Us'. The main content area displays a welcome message to Nancy Elizabeth Sly, a notice about T2202A information for 2010, and a notice about credit card acceptance for domestic tuition fees as of January 1, 2010. It also provides links for help with passwords and user IDs. On the right side, there is a vertical menu with tabs for 'Continuing Education', 'Students', 'Faculty', and 'Employees'. The bottom of the page features a footer with the same navigation links as the top and the 'WebAdvisor 3.1' logo, powered by Oracle.

Step 2: After clicking on Continuing Education, click on 'Pick a course'.

WELCOME TO CONTINUING EDUCATION AT CAMOSUN

Register in three easy steps:

Step 1. [Pick a course](#)

Step 2. Tell us about yourself

Step 3. Pay for your courses

If you already have a user ID and have not already done so please [login](#) before picking a course. If this is your first online registration you will receive a user ID and password allowing you to login to Camlink on your next visit. Logging in will simplify your registration and allow you to obtain tax forms, schedules, and other information.

Step 3: After clicking on 'Pick a Course', enter the course code: LTCT 650 001 and click on 'Continue'.

Step 1. Pick a course

If you already know the course you wish to register in simply type the course code number in the box below (e.g. COOK 400V 001).

You may leave the box blank and click on "continue" to show all available courses.

You may find it useful to see the [full listing](#) of courses. Prefer to explore courses grouped by topic areas? Simply type the first four course code letters in the box below (e.g. HORT, PRNT, WRIT).

Course Code (e.g. COOK 400V 001)

[Continue](#)

Step 4: Now tick or select the course, as illustrated below:

Step 1. Pick a class

Please choose the class most convenient for you.
If the class you desire is full you can place yourself on a call back list for it [here](#).

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Capacity / Available Seats
<input checked="" type="checkbox"/>	LTCT-650-001 (58432) Great Teachers Seminar 2011 --- Location: Honeymoon Bay Lodge & Retreat Honeymoon Bay, BC	06-20-2011 - 06-23-2011 Seminar Days TBA, Times TBA OFF CAMPUS, Room OFF	Off Campus	06-20-11	06-23-11	29 / 29

[Continue](#)

Step 5: After you have clicked on 'Continue' you will be prompted to enter your payment information. Once your payment is processed, you should receive the following confirmation:

CAMOSUN COLLEGE | camlink

Change Password | Log Out | Main Menu | Cont. Ed. Menu | Help | Contact Us

Camlink is open seven days a week from 7am to midnight.

Continuing Education Welcome Nancy Elizabeth Sly!

Confirmation of Registration

Your registration is complete! For more important information please click [here](#).

Email confirming your registration has been sent to the address you provided. If you need assistance please contact Camosun College Registration at info@camosun.bc.ca

You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Location
756.00	LTCT-850-001 (58432) Great Teachers Seminar 2011 -- -Location: Honeymoon bay Lodge & Retreat, Honeymoon Bay, BC	06-20-2011 - 06-23-2011 Seminar Days TBA, Times TBA/OFF CAMPUS, Room OFF	06-20-11	06-23-11	To be Announced	Off Campus

Your credit card has been charged \$756.00 and reflects only the successful registrations listed above. Your credit card transaction number is VVNN1F9FB30B.

Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message
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Within a short time of receiving your confirmation of registration you will receive an email from the Learning and Teaching Centre with further information and details about the West Coast Great Teachers Seminar. In the meantime, if you have questions, please contact Nancy Sly at nansly@camosun.bc.ca or Carrie Charlesworth at charlesc@camosun.bc.ca.