Enrollment Guide for Edgewood College Professional Development Courses

Website URL: http://pd.edgewood.edu/

Course Number: PDED-2029-V
Course Title: PCL Institute
Catalog: Language Arts

Section Number: PDED-2026-V-SU16-1

Graduate Credits: 1 Cost: \$230

Section Number: PDED-2026-V-SU16-2 Graduate-Level Credits: 2 Cost: \$460

Section Number: PDED-2026-V-SU16--3
Graduate Level Credits: 3 Cost: \$690

1. Click "GET STARTED" to begin searching for courses



Final Enrollment Date: July 27, 2017

A portion of the credit fee is payable to the PCL Institute

2. Click on the appropriate Catalog.



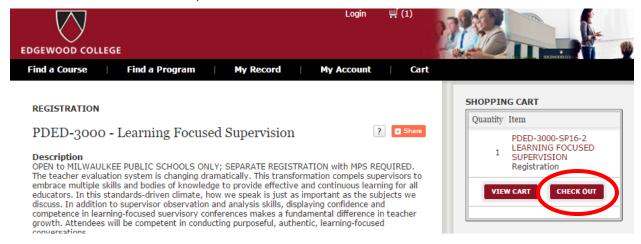
3. Click on the appropriate offering code to view the available sections; click on the appropriate section.



4. Review the section details; verify the section you are enrolling into for credit, and click "ADD TO CART".



5. The section will be added to your cart; click on "CHECK OUT".



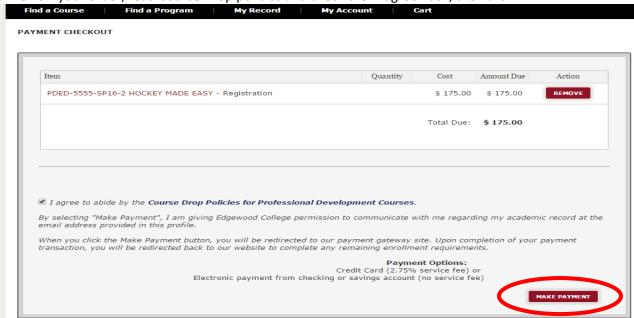
6. You will continue to either a) create a new customer account and then log into that account, or b) log into an existing customer account.



Account Creation: (next page) Create a new Customer Account * Legal First Name Middle Name * Birthdate * Email Edgewood Student ID # (if known; assists with record accuracy) * Login * Password * Verify Password * Secret Question * Secret Answer

- 7. Enter your information and click "CREATE". You will then be able to see and click the "GO TO LOGIN" button to return to the login page.
- 8. Once logged in, review your profile, and enter data into all mandatory fields that have a * then click "NEXT".

9. Review your order, read Course Drop policies and check the "I agree" box, then click "MAKE PAYMENT"



Note: if paying by credit/debit card, there is a 2.75% service fee. No fee if paying by electronic check.

10. Follow Instructions to make a payment by credit/debit card or by electronic check.

Obtaining Grade Reports and Transcripts

Two types of transcripts are available to current and former students: Official Transcripts (\$8); and, unofficial transcripts (no charge). http://registrar.edgewood.edu/Transcripts

For questions or assistance, please contact:

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