

Here are detailed instructions for on-line registration for **College for Kids only**. Registration starts **May 7, 2018**. **Print these instructions to have them to refer to when registering.**

Our College for Kids full time registration offers a **discount** over the \$89/class rate for part-time registrations. In order to be able to register for the full week rate of \$225, please follow these easy steps:

- 1) **Sign in OR create a new account for each child you are registering using their information for the account.** You can sign in using the blue [Sign In Page](#) hyperlink below, or by going to www.sunybroome.edu/ce, clicking on Catalog/Registration in the left hand column, and clicking on **Sign In** at the upper right hand corner of that page next to **View Cart**.
 - a. **Former Students:** If your child has attended any classes since summer 2013, they already have an account. Forget the username and password? You can recover them at the [Sign In Page](#) . **Please do not create a duplicate account.** If you have any sign in trouble, call: 607-778-5012
 - b. **New Students:** If your child is new to SUNY Broome's Continuing Education classes, please create a new account using their information at the [Sign In Page](#) before adding anything to cart.

- 2) **Add the *College for Kids Membership Course* to Cart.** After signing in to your child's account, hit the "return to catalog" button in the upper right hand corner. Click on "College for Kids" in the left hand column. There are two Membership Courses (One for ages 7-9, one for ages 10-13). Choose the week your child will be attending. Select the "**College for Kids Membership**" course in **red** at the bottom of the right hand column and add it to your cart. These first two steps are necessary in order to have the "add to cart buttons" for the individual classes your child wants to attend.

NOTE-If your child will be 7 by 9/1/2018, choose July 9-13. If your child will be 10 by 9/1/2018, choose July 16-20.

- 3) **Choose your classes.**
Click "Return to Course Catalog" button in the upper right hand corner of your shopping cart and select the College for Kids category from the list, and select the proper week. You are now ready to add individual classes to your child's schedule. Repeat this step for each time slot.
Be sure to select only ONE class from each time slot-a total of 4 classes.

- 4) **Review your selections.** Before hitting the checkout button, make sure you review your cart—confirm that you have the correct classes and that there is only one class per time-slot chosen, for a total of 4 classes.

- 5) **Submit your order.** When checking out, please make sure in the My Information section that this is your **child's information** so they are enrolled in their courses in their name. In the billing information, who is paying for the course-? Be sure person paying has their information in the payee section of the checkout. Once you submit your order, you will receive a receipt and an email confirmation. Please review and make sure it reflects what your child wanted. If you made an error while registering, or need assistance at any time, please call our office at **607-778-5012**.