

Online Registration:

Step 1 – Click on [Click here to Register.](#)

Continuing Education - Microsoft Internet Explorer provided by MSJC

http://www.msjc.edu/ContinuingEducation/Pages/default.aspx

Home My MSJC Blackboard Twitter Facebook

Search MSJC... SEARCH

MSJC > Continuing Education

Spring 2012 Schedule

Information

Registration Information

Important Notices

Career Training Information Packets

Orientation & Priority Registration Flyer

ESL, Citizenship and GED

Assessment Samples

Material List for Art Classes

Campus Maps and Area Map

College for Kids Waiver

Fee Based Registration Form

Non-Credit Registration Form

Fee Based Class Proposal Form

Continuing Education

Mt. San Jacinto College
Continuing Education & Workplace Training

Spring 2012

MSJC

Look in these sections for favorite classes.

NEW Career Classes!

- Certified Bookkeeping Professional
- Cardiographic Technician
- 32 Hour Electric Code Update Class
- NEW Computer Training Series

Career Favorites!

- Pharmacy Technician
- Phlebotomy
- Medical Administrative Professional courses
- Holistic Massage Technician
- Certified Personal Fitness Trainer
- Medical Transcriptionist or Editor
- Optical Assistant
- Home Inspection

Go to www.msjc.edu/ce for program details!

Remember, register early to guarantee your spots; classes fill quickly.

Personal Edutainment! Our popular Cooking classes, art & craft, languages and much more!

Business & Careers - CPR, Rotary Certification, Selling on Ebay, How to Write and Sell a Nonfiction Book plus orientation list for our Career Training Programs.

Computer Technology Training-ALL NEW Computer Training Series, plus Quickbooks, Build Your Own Website etc.

Free noncredit Program- English as a Second Language, GED Preparation and Citizenship Prep. Also free Older Adult classes in art, writing, and music.

[Click here to register online](#) for fee-based classes.

[Click for steps to register](#) (PDF)

[Spring 2012 Schedule](#) (PDF)

Important Messages from Continuing Education and Workplace Training:

Welcome to Mt. San Jacinto College Continuing Education and Workplace Training, where "Your Success is Our Success!" We use this section of our schedule to provide essential information on new programs, policy improvements and other essential information.

Mission Statement

Continuing Education provides professional, personal, and career development courses and seminars that are relevant, current and meet the highest expected standards.

Here's What's New

NEW Cardiographic Technician Program:

Cardiographic Technicians are allied health support personnel that work in a variety of settings. The workplace can vary from doctor's offices to hospital cardiology departments. Cardiographic Technicians are trained in performing EKG's, CPAC monitoring, Holter, Event and Blood Pressure monitor bookings

http://www.msjc.edu/ContinuingEducation/Documents/SP12/SP12-Schedule.pdf

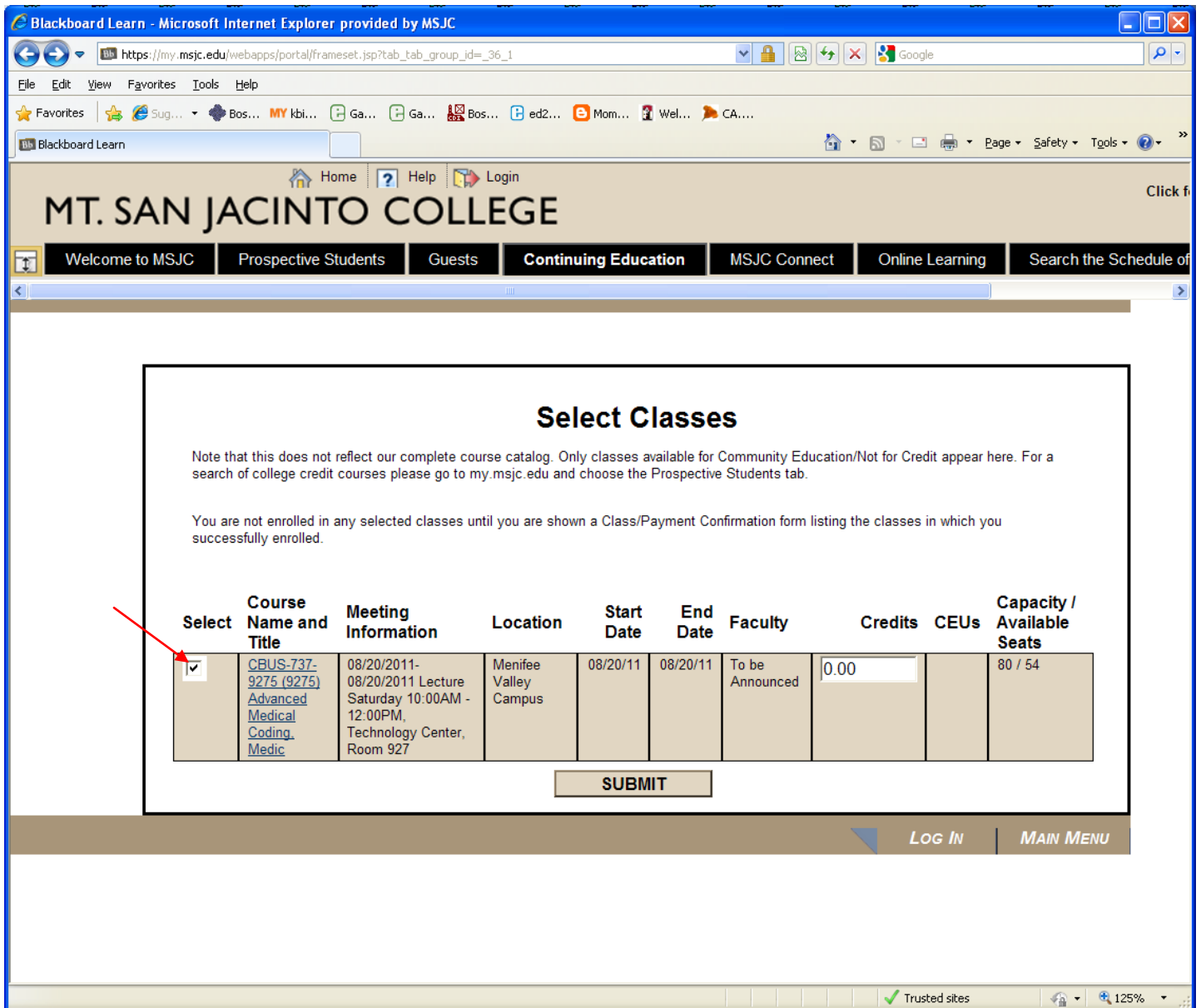
Step 2 – Click on Search and Register for Continuing Education Classes.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Blackboard Learn portal for MT. San Jacinto College. The address bar shows the URL: https://my.msjc.edu/webapps/portal/frameset.jsp?tab_tab_group_id=_13_1. The page header includes the college name "MT. SAN JACINTO COLLEGE" and navigation links for Home, Help, and Login. A horizontal menu contains several options: Welcome to MSJC, Prospective Students, Guests, Continuing Education, MSJC Connect, Online Learning, and Search the Schedule of Classes. Below this menu, a notice states: "A Social Security Number is REQUIRED when using the web-registration system for Continuing Education classes. The number listed MUST be for the actual student registering. If you are registering a child you must use the child's Social Security Number. If you are unable to provide this information, please call the Continuing Education office at 951-487-3711 to register by phone." The main content area features a large, empty rectangular box. Inside this box, a red arrow points to a button labeled "Continuing Education Registration". Below the button is a blue hyperlink: [Search and Register for Continuing Education Classes](#). At the bottom right of the page, there are links for "LOG IN" and "MAIN MENU". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Step 3 – Enter Course Code number ONLY and click Submit. This is a 9000 number.

The screenshot shows a web browser window with the URL https://my.msjc.edu/webapps/portal/frameset.jsp?tab_group_id=_36_1. The page header includes the MT. SAN JACINTO COLLEGE logo and navigation links: Home, Help, Login, and Click f. Below the header is a menu with items: Welcome to MSJC, Prospective Students, Guests, Continuing Education, MSJC Connect, Online Learning, and Search the Schedule of. The main content area is titled "Search and Register for Continuing Education Classes". Below the title is a instruction: "Please use only the first two fields and search for your class by Key Word or by entering the Course Code Number." The form contains several input fields: "Search For (Key Word)", "Course Code Number" (with the value "9275" and a red arrow pointing to it), "Starting On/After Date", "Ending By Date", "Classes Meeting After" (dropdown), "Classes Ending Before" (dropdown), a row of checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun), "Topic Code" (dropdown), "Location" (dropdown), and "Instructor's Last Name". A "SUBMIT" button is located at the bottom of the form. The footer of the page includes "LOG IN" and "MAIN MENU" links, and a status bar at the bottom right shows "Trusted sites" and "125%" zoom.

Step 4 – Click on Select box and click Submit.



Select Classes

Note that this does not reflect our complete course catalog. Only classes available for Community Education/Not for Credit appear here. For a search of college credit courses please go to my.msjc.edu and choose the Prospective Students tab.

You are not enrolled in any selected classes until you are shown a Class/Payment Confirmation form listing the classes in which you successfully enrolled.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input checked="" type="checkbox"/>	CBUS-737-9275 (9275) Advanced Medical Coding Medic	08/20/2011-08/20/2011 Lecture Saturday 10:00AM - 12:00PM, Technology Center, Room 927	Menifee Valley Campus	08/20/11	08/20/11	To be Announced	0.00		80 / 54

SUBMIT

LOG IN | MAIN MENU

Trusted sites 125%

Step 5 – Enter Personal Identification information and click Submit.

The screenshot shows a web browser window displaying the MT. SAN JACINTO COLLEGE website. The browser's address bar shows the URL: https://my.msjc.edu/webapps/portal/frameset.jsp?tab_tab_group_id=_36_1. The website header includes navigation links for Home, Help, and Login, and a search bar. Below the header is a menu with options: Welcome to MSJC, Prospective Students, Guests, Continuing Education, MSJC Connect, Online Learning, and Search the Schedule of. The main content area is titled "Personal Identification" and contains the following text:

Since you have not logged in to EagleAdvisor, we need to identify who you are before we can register you. Please provide as much information as possible (we do not sell your information to mass marketers).

A Social Security Number is REQUIRED when using the web-registration system for Community Education classes. The number listed MUST BE for the actual student registering. If you are registering a child you must use the child's Social Security Number. If you wish to register without providing a Social Security Number or the other information designated as 'required' on this screen, please call the Community Education office at 951-487-3711 to register by phone.

Check the certification box at the bottom of the form before submitting your information.

Note: If you have previously registered for classes and/or provided information to the institution, entering different information on this form will NOT update any existing records. Please return to the Community Education page and follow the link for existing students. If you have lost your username and/or password, directions are on that page or you can contact the Community Education office at (951) 487-3711.

* = Required

Prefix

First Name* Middle Name Last Name*

Suffix

SSN

E-mail Address*

Mailing Address Line 1

Mailing Address Line 2

City* State* Zip Code

The form includes a red arrow pointing to the "First Name" field. The browser's status bar at the bottom indicates "Trusted sites" and a zoom level of 125%.

Step 6 – Click Submit.

Blackboard Learn - Microsoft Internet Explorer provided by MSJC

https://my.msjc.edu/webapps/portal/frameset.jsp?tab_tab_group_id=_36_1

Home Help Login

MT. SAN JACINTO COLLEGE

Welcome to MSJC | Prospective Students | Guests | **Continuing Education** | MSJC Connect | Online Learning | Search the Schedule of

Additional Registration Info

All entries on this form are optional.

Educational Goal

Course Name and Title	Reason For Taking	How You Learned of This Class
CBUS-737-9275 (9275) Advanced Medical Coding, Medic	<input type="text"/>	<input type="text"/>

SUBMIT

LOG IN | MAIN MENU

Done Trusted sites 125%

Step 7:

1. Choose one of the following.
2. Then choose type of payment. Skip this if you are registering for a **FREE** orientation.
3. Click Submit.

MT. SAN JACINTO COLLEGE

Welcome to MSJC | Prospective Students | Guests | **Continuing Education** | MSJC Connect | Online Learning | Search the Schedule of

Pay for Classes

If the total price for the class(es) is zero then you will not be charged. Please select the "Register now (check out)" option and leave the "Payment Type" blank to register.

If you are ready to register and there is a charge for the class(es) then you must select the "Register now (check out)" option and a "Payment Type". After clicking the "Submit" button you will be taken to a screen to enter payment information.

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
0.00	CBUS-737-9275 (9275) Advanced Medical Coding, Medic	08/20/2011-08/20/2011 Lecture Saturday 10:00AM - 12:00PM, Technology Center, Room 927	08/20/11	08/20/11	To be Announced	0.00		Menifee Valley Campus	<input type="checkbox"/>

Total Amount Due 0.00

Choose one of the following: *

Select a payment method to complete registration (check out)

Payment Type

SUBMIT

LOG IN | MAIN MENU

Trusted sites | 125%