Four Ways to Register

1. Online
   a. CONTINUING STUDENTS
      Logon to my.parkland.edu.
      1. From Main Menu select Registration
      2. Select Search/Register for Sections
      3. Select Term from drop down = Continuing Education 2011
      4. Select Subject (examples: BUS = Business, CIS = Computer Applications, WBT=Business Training
      5. Select the course and section you wish, scroll down and select submit
      6. Select action (Register or Remove from list), scroll down and select submit
      7. Review your registration and select OK
   b. NEW STUDENTS
      You must complete the application process before enrolling in a class.
      Go to www.parkland.edu, click on Future students and click Apply now. Once your application is submitted, it will be processed by the Admissions office in 1–2 business days.
   c. ed2go Online Career Training
      Go to www.ed2go.parkland.edu

2. In Person
   Business Training & Community Education
   1315 N. Mattis, Champaign
   Mon–Fri, 8am–5pm (closed Fridays June 17–August 5)

3. By Mail
   If you wish to register by mail, please complete the Registration form on page 15 and mail with payment to:
   Parkland College Business Training
   1315 N. Mattis Ave.
   Champaign, IL 61821

4. By Fax
   Fax the completed form to Parkland College Business Training — 217/351-5928.
   Registrations will be processed in the order they are received.

Location
All courses will be held at 1315 N. Mattis Ave., Champaign, unless otherwise noted.

Disability Statement
If you believe you have a disability for which you may need an accommodation (e.g. use of assistive technology or other classroom assistance), please contact the Office of Disability Services, Parkland College room X148, 217/353-2338 or ods@parkland.edu.

Payment

Deadlines
- Payment must be received by the registration deadline.
- All previously billed but unpaid charges on student accounts will be assessed a monthly service charge of 1 percent.

By Credit Card
- Payment may be made by Visa, MasterCard, Discover, or American Express.
- Credit card payment may be made online at my.parkland.edu.
  1. From Main Menu select Student Financial Information
  2. Select Pay on My Account
  3. If you are registered, complete Payment Amount, select Payment Type, select submit and it will walk you through the steps to complete your credit card information.

By Agency, Organization, or Company
- Fees paid by your company, the Department of Rehabilitation, or some other grant must be authorized on your account in the Business Office by the registration deadline of your workshop/course.
  For more information, call 217/351-2420.

Refunds
- Refunds are processed by the Business Office, 217/351-2233.
- You will be responsible for payment of fees associated with these workshops/courses unless you officially drop BEFORE the first day of the workshop/course.
- If the college cancels a course, your drop from the course and your refund of all fees are processed automatically.

Returned Check Charge
- If a check is returned to Parkland by the bank for any reason, a $15 service charge applies.
- If collection on a returned check must be made by a collection agency, there are additional collection agency fees.
- In some instances, a returned check may result in cancellation of your registration.

Satisfaction Guarantee
If you are not completely satisfied with the workshop/course, please call Parkland Business Training at 217/351-2235 within 30 days.

Corporate Clients
Let Parkland Business Training customize credit or noncredit courses at your location or ours at times to best fit your needs.
Joe Streit: 217/353-2103 jstreit@parkland.edu
Triss Henderson: 217/353-2101 thenderson@parkland.edu