

## CONTINUING EDUCATION

### *Registration and payment process for non-admitted students*

EMPOWER's Continuing Education (CE) functionality is completely automated and web-based, allowing the general public to register and pay for courses online without having to be admitted as a student. Its responsive design provides optimal viewing on a wide range of devices, including smart phones and tablets. This tool is ideal for schools that offer continuing and community education courses, workforce development, professional certificates, or adult education as well as seminars, workshops, and more.

The CE catalog is accessed without a login requirement and displays courses by location, category and complexity level. Options are available for adding extensive descriptive text for courses, categories and locations, as well as links to location maps and instructor external web pages. Course, category and instructor images and detailed course information make the catalog informative, yet user-friendly.



Using a familiar shopping cart tool, students simply select their courses from the catalog, pay their balance online, then complete the registration process with a click of a button. Institutions can even create coupon codes, providing students with discounts. Once the process is complete, the charges and payments are immediately posted to EMPOWER and the registration is finalized. Once a student registers for a course, that person is included in all of the standard EMPOWER functions such as class rosters, schedules, grading, etc.

EMPOWER's Continuing Education is an intuitive process allowing non-admitted students to self-register and pay for courses in a matter of minutes. Complete automation saves staff time and money, allowing institutions to utilize those valuable resources elsewhere.