Fall 2024 CLEAR Electronic Registration

1. Visit the CLEAR webpage: www.jccc.edu/clear. Choose the Expansion Classes tab on the left-hand menu. Click the blue box that says "Electronic registration for Fall 2024"

2. You will be on the homepage titled "Fall 2024 Online Course Registration and Payment." It will show the registration flat fee of $20. Click "Add to Cart." Add to Cart will not be available until the registration date opens on **5/1/24 at 8 a.m. Registration will close on 5/31/24 at 5 p.m.** If you do not see the "Add to Cart" button, registration is not live yet or has closed.

3. Complete all Contact Information, Address Information and Emergency Contact Information with the red asterisk. Please use your JCCC stumail account if you know it and **check that e-mail regularly**.

4. Check the box for a sign language interpreter if one is requested.

5. Complete the School Information ONLY if you are attending CLEAR classes as part of a post-high (18-21 program.) Independent students should leave this section blank.

6. Check the Certificate Track if you would like to declare a track (1-2 tracks only.)

7. You will then come to the class schedule portion. First, you will see listings for Tuesday classes, followed by Thursday classes. **Some classes repeat- be sure you are choosing the correct day of the week.**

8. Most hours have multiple courses available. You will need to choose the classes in your order of preference in the hour you wish to take. An example is below:

   o Rock 'n' Roll Around the World (1st Choice)
   o Rock 'n' Roll Around the World (2nd Choice)
   o Fitness for Life (1st Choice)
   o Fitness for Life (2nd Choice)

The student will mark the 1st choice class as 1st choice and so on. If my order of preference is Rock 'n' Roll and then Fitness, I would mark Rock 'n' Roll Around the World (1st Choice) and Fitness for Life (2nd Choice.) **Do not mark the same class as 1st, 2nd and 3rd choice.** If only one class is offered at that time, no rankings are necessary. **You MUST rank 1st, 2nd and 3rd choices in the timeframe.** If you make only a first choice and it is full, you will NOT be placed into a class that hour.

9. Once you have completed all your classes, Click Continue and review your choices and information on the following page.

10. Click Checkout and enter your e-mail on the following page. Click Continue.

11. Select your payment method (card or e-check) and complete the payment information and billing address. Click Continue.

12. Review your order. If you are paying by e-check, check the box agreeing to the ACH Agreement shown.

13. Click Submit Order.

14. Your enrollment is complete, and you will receive an e-mail from Marketplace. This is your proof of enrollment. Schedules will be sent via e-mail by 8/20/24.

Supported Education Programs	E-mail: cmarx@jccc.edu	Catie Marx, Coordinator: 469-7890
12345 College Blvd.	Campus Office: COM 312	Julie Norris-Johns, Admin: 469-2536
Box 82	Fax: 913-469-3177	
Overland Park, KS 66062		