

9.2 Registration Process from CampusCE to ctcLink

Purpose: Use this document to understand the registration process from CampusCE to ctcLink. When using Campus CE the enrollment and student financial information will be passed back to PeopleSoft. These are the steps required to manually add an enrollment to PeopleSoft. This is required if using a system other than CampusCE, or until Phase II integration is completed.

Audience: Course/Class Builders, Continuing Education Admissions Staff



Registration-Enrollment_ctcLink_to_CampusCE.vsdX

Step 1 - Online Student Registration

This is the process for student registration in CampusCE. Once a student has registered and paid in CampusCE, the information must go to PeopleSoft either via the integration or the above manual steps.

CampusCE Registration Online Navigation: School website > Cont ED > View Classes > Select Class

Refer to CampusCE documentation for [How to Train Your Students To Register Online](#).

Note* - CampusCE login necessary to access documentation.



Training_your_students_to_register_online_with.pdf



Messaging_and_Communication_Checklist.pdf

Step 2 - CampusCE Registration Wizard (Admin Side)

CampusCE Registration Admin Navigation: Registration > Registration Wizard

Refer to CampusCE documentation for the [Registration Wizard](#).

Note* - CampusCE login necessary to access documentation.



[Registrations_Wizard.pdf](#)

Step 3 - Order Processing

Order Processing Navigation: Registration > Order Processing

Refer to CampusCE documentation for [Registration Order Processing](#).

Note* - CampusCE login necessary to access documentation.



[Registration_Order_Processing.pdf](#)