

# How to Register Online for CALL Courses

\*\*\* When a free course is applicable for the current membership year, please select "Pay Later", and we will manually enter your free course because of a peculiarity in the system.

1. Go to <http://calvin.edu/call>
2. In the right column, click the "My Account" box.
  - a. If prompted, select an account from the drop-down menu. This must be the account under which the current membership was purchased.
3. On the left, under "SEARCH OPTIONS", find the drop-down menu "\*\*Please select Semester".
4. In the "Semester" drop-down menu, select the current course semester.
5. Click the blue button "Search".
  - a. The list of courses will appear (10 per page). Courses are arranged according to their meeting times, Monday through Friday.
6. Scroll through the list to find the course you wish to select; click "Begin Registration" next to the green arrow.
  - a. If the course is full, add yourself to the waitlist by clicking "Wait List" next to the green arrow.
7. Select the student you wish to register for this course. (Those with two members on one account will have the choice to register either or both members.)
8. Click "Register" – A page will appear that reads "Your selection has been saved". **Your registration is NOT yet complete.**
9. Under "I would like to...", make a selection.
  - a. If you wish to register for additional courses, repeat steps 3 through 6.
10. When you are finished choosing your courses, click on "Checkout".
11. **If you have any questions about your balance, please select the "pay later" option. Your registration will still be entered, and we can process your payment at a later date.**
12. By default, the system will ask you to pay the balance due in full.
  - a. For free courses only, to the right of each course, under the "Payment Options" change your selection to "Pay Later".
  - b. You must either pay your entire balance in full or pay your entire balance later. **CALL does not accept partial payments.**

13. Read and review the “Terms of Use”.

14. Check the button to the left of “I have read and agree with the policies and procedures set forth.”

15. Click the blue button “Continue”. a. If you chose to pay later, your registration is complete. b. If you chose to pay by credit card, the payment screen will appear. Please enter the requested information and click "Submit". **To avoid duplicate charges, click “Submit” only once.**

16. Your registration is complete, and you will receive an email confirmation with a summary of your registration.