

presented by
College for Kids




STLCC
at Meramec
11333 Big Bend Rd.
St. Louis, MO 63122

REGISTRATION GUIDE

Notes before you start:

- You must enroll each student separately. When enrolling an additional student, please close your browser between students. This will reduce the chance of getting an error on the registration.
- When registering, use the student's information, not the parent/guardian's information.
- If you have any questions or issues, please call us at 314-984-7777 or email us at cedropbox@stlcc.edu.

Steps to register:

- Find the program under College for Kids: Summer Xploration. <https://applications.stlcc.edu/Continuing-Education/classes/Index.asp>
- Add **Xploration Manufacturing and Trades** to the cart.
- When items are added to your cart and you are ready to check out, click on the shopping cart icon on the top right. 
- For the first student, you will select New Account and enter the student's name and email address then click the **New Account** button.
- You will be prompted to create a unique username for your student, and then enter your student's information, including date of birth, address phone number and email address. **Please provide an email address that you check on a regular basis as the welcome letter and required forms will be sent to this email address.**
- Once you have entered your student's information, you will be taken to a payment portal to pay for your course. **Please note you will be charged a non-refundable 2.75% credit card processing fee.**
- From there, follow the prompts until you have completed the registration process.
- Once you have submitted payment, you will receive a confirmation email to the email address provided. Please check your Spam/Junk folder if it does not appear in your inbox within five minutes.
- If you would like to register additional students in the program, **please close your browser** and start the process over. You can only enroll one student at a time. The same email (parent/guardian's email) can be used, but each student needs a unique username.

Frequently Asked Questions:

Do I need to create an account for each student, or can I just use my (parent/guardian's) information?

A unique account (and username) is required for each student. The same email (parent/guardian's email) can be used, but each student needs a unique username.

Should we register under the parent/guardian's name(s) or under the student's name(s)?

Please use the student's information for registration and create a unique user account (username) for each student.

What happens after I enroll my student?

Within three weeks of enrollment, you will receive a welcome email from Continuing Education with a link to complete required class participation forms via SignNow.

If I would rather pay with a check, is that acceptable?

Payment is only accepted via credit card or debit card.

Am I charged the service fee for a debit card purchase?

The 2.75% fee is charged for both credit card and debit card transactions.

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stlcc.edu/go/XPLR