

Cecil College Course Registration Guide

I. [Fall 2026 - How to Register for Career Education & Workforce Development Classes.](#)

Start or advance your career with classes in:

- Adult Education
- Healthcare Careers
- Skilled Trades & Workforce Training
- Transportation Training

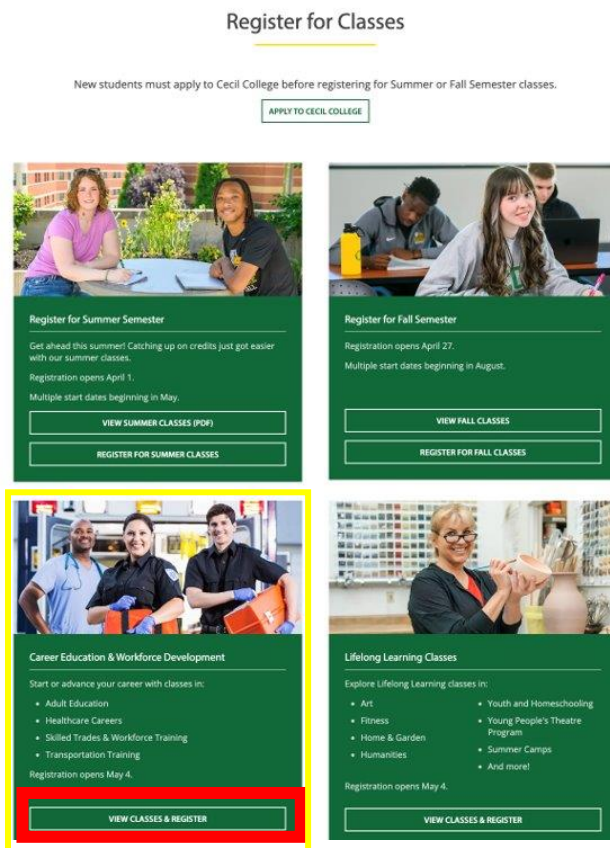
**For instant enrollment in all Lifelong Learning Classes [click here](#)*

II. [Fall 2026 – Online Payment Instructions](#)

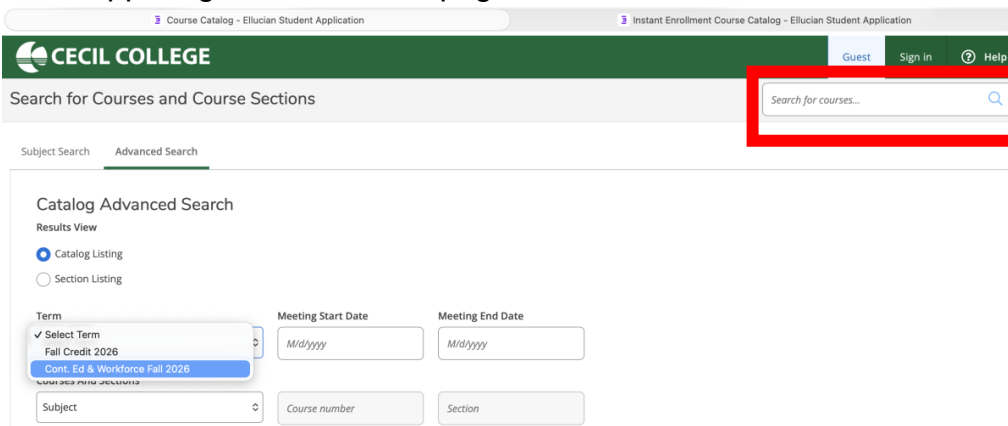
Effective with Fall 2026 Courses, Cecil College is moving to a new platform, Colleague Self-Service for all class registration and student enrollment services.

INSTRUCTIONS FOR CLASS REGISTRATION

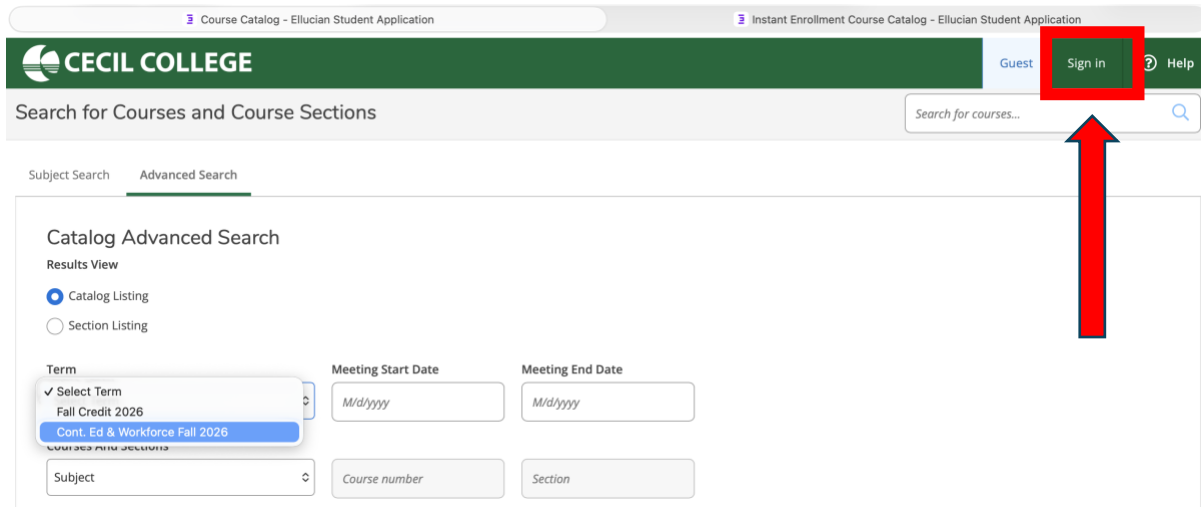
1. Go to [Cecil College's Register for Classes webpage](#)
2. Locate the Career Education & Workforce Development section and click on the View & Register for Classes button.



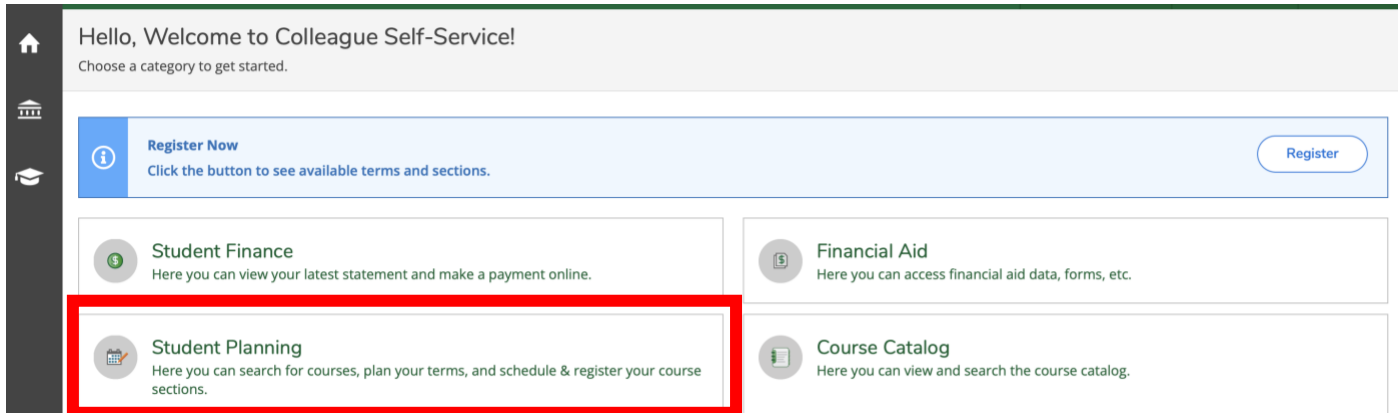
3. To view all Career Education & Workforce Development classes, select “Cont. Ed & Workforce Fall 2026” from the “Term” drop-down field. Then, click the “Search” button at the bottom of the screen. Or, if you know the name or course number, you may use the Search for courses field in the upper right corner of the page.



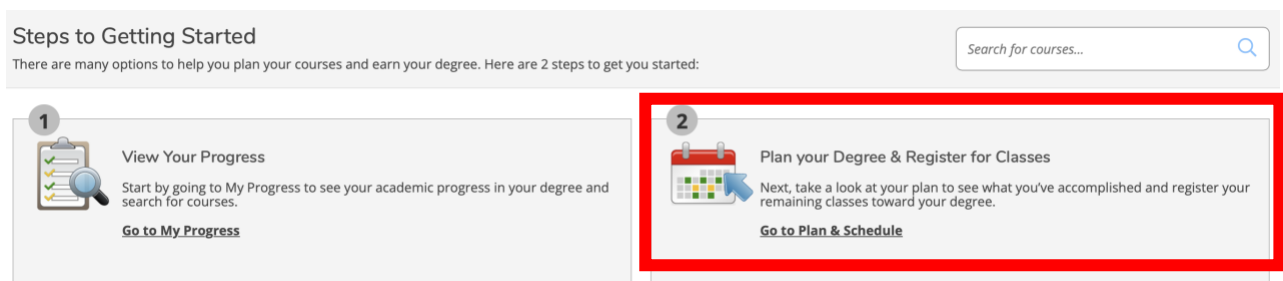
4. To register for classes, click the Sign In button located in the upper right corner and enter your college username and password. If you do not have a college username and password.



5. Select "Student Planning"



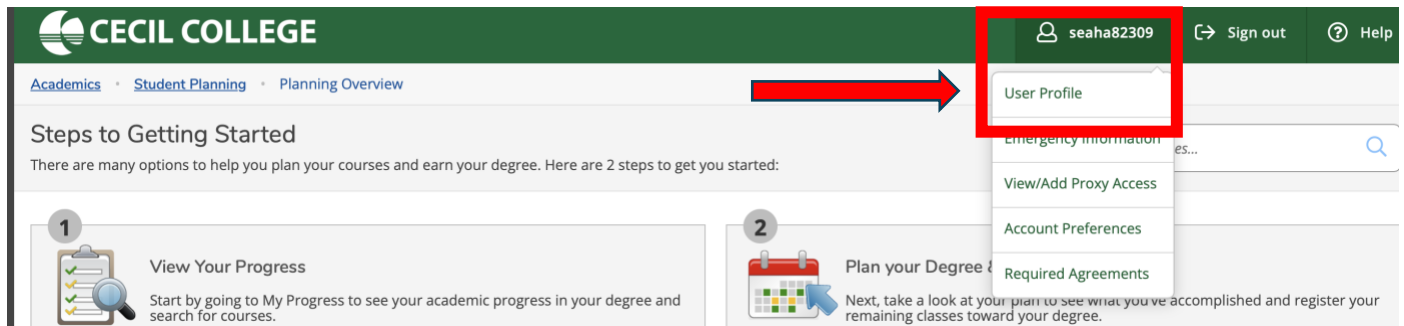
6. Select "plan your degree & register for classes" by clicking the "Go to Plan & Schedule" link



7. Next, you will see if there are any notifications for you to clear prior to registration.
- These holds will vary student to student, but all must:
 - Verify address, email, and phone number
 - You will NOT be able to register for courses until these are cleared.



8. To confirm contact information, select your user profile in the top right corner, then select “User Profile”



- a. Update or confirm your information

About You

Please confirm your information below.

Addresses

Last Confirmed On: Click to confirm that the address(es) below is accurate as of today.

+ Add New Address

Address	Type	Preferred	Remove or Edit
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Email Addresses

Last Confirmed On: Click to confirm that the email(s) below is accurate as of today.

+ Add New Email

Email	Type	Preferred	Remove or Edit
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Phone Numbers

Last Confirmed On: Click to confirm that the phone(s) below is accurate as of today.

9. Now you are ready to plan your courses! Go back and select “plan & schedule”

10. Use the “Search for courses” field in the upper right corner of the page

- a. If you need guidance on which courses you need – please contact your program:

- i. Call 443-907-1876 or email:

1. Adult Education: adulthood@cecil.edu
2. Driver Education: drive@cecil.edu
3. Commercial Driver's License (CDL): CDL@cecil.edu
4. Healthcare Careers: ahorn@cecil.edu
5. Workforce training: skills4u@cecil.edu

11. Once you've found the course you wish to take, select “add section to schedule”

- a. Repeat this process until you have selected all your courses

Search for Courses and Course Sections

Search for courses...

Back to My Progress

Filter Results Hide

Filters Applied: Cont. Ed & Workforce Fall 2026

GUC-110 Ethics in IT (0 Credits) Add Course to Plan

Ethics in Information Technology explores the ethical dilemmas that exist where human beings, information objects, and information systems interact. The course introduces students to a variety of ethical situations from historical and cross-cultural perspectives and then explores the relevance to a variety of new and emerging technologies that are inherently social in their construction and use. Note: Corresponds to credit course CSC110. COMPUTERS

Requisites:
None

View Available Sections for GUC-110

Cont. Ed & Workforce Fall 2026

GUC-110-01 +
Ethics in IT
Runs from 8/31/2026 - 12/19/2026

Add Section to Schedule

Seats	Times	Locations	Instructors
2 / 0 / 20 / 0	T 10:00 AM - 11:20 AM 8/31/2026 - 12/19/2026	Online Course, Technology Center D323 Hybrid	Dawn Watson (Hybrid)

12. Once you have added all the classes you want, go back to plan & schedule.
- Review your schedule to ensure accuracy – if no changes are needed select “Register Now”

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers Grading IDs

Fall 2025 +

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 4 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Planned

Credits: 1 Credits
Grading: Graded
Instructor: Wooden, B
8/20/2025 to 12/14/2025
Waitlisted: 0

Meeting Information

This section is full

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am							
8am							
9am							
10am							

13. Click “print” to verify your registration and view your schedule
- Courses that say “planned” are not fully registered

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers Grading IDs

Fall Non-Credit 2026 +

Filter Sections Save to iCal Print

GUC-110-01: Ethics in IT

Registered, but not started

Credits: 0 Credits
Grading: Graded
Instructor: Dawn Watson
8/31/2026 to 12/19/2026

Meeting Information

Drop

View other sections

	Sun	Mon	Tue
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			





Payment for Career Education & Workforce Development Classes is **REQUIRED** at the time of registration.

Cash payments may be made at the North East Campus only. Call the Cashier's Office at (410) 287-1020 for location information and operating hours.

INSTRUCTIONS FOR ONLINE PAYMENT

1. On your Colleague Self-Service home screen, click “the Student Finance” button

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	 Course Catalog Here you can view and search the course catalog.

2. Click the “Make a Payment” link on the Account Summary page

[Financial Information](#) · [Student Finance](#) · [Account Summary](#)

Account Summary

View a summary of your account

Account Overview

Amount Overdue	\$465.00	
Total Amount Due	\$465.00	Make a Payment
Total Account Balance	\$465.00	Account Activity

3. Click the “Continue to Payment Center” button and follow the instructions on the next screen to ensure a safe payment.

Make a Payment

Use this page to make a payment on your account

You are moving to the...

Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

4. Choose your preferred multi-factor authentication method from the options displayed on the page. Then complete the Consent and Payment Agreement and Disclosure Statement.
- 5.



Logged in as: Gibson Seahawk |

User Onboarding



Multi-Factor Authentication Enrollment

Due to enhanced security, multi-factor authentication is required.

Primary Method

Authenticator App (Preferred)

Suggested authenticator apps include Google Authenticator, Microsoft Authenticator, Authy, Duo and LastPass. Download one of these apps from the App Store or Google Play to get started!



Text message to existing or new mobile number

Email message to existing or new email address

Backup Method (optional)

Adding a backup method allows a passcode to be obtained by way of an additional method.

[Setup Method](#)

6. Optional: You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent.

User Onboarding



Add an Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent.

Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes No

Would you like to allow this person to view your payment history and account activity?

Yes No

Would you like to allow this person to receive your payment plan communications?

Yes No

Don't Remind Me

Remind Me Later

Continue

7. To Add a Payment Method, select a method from the drop-down box and click the “Select” button.

User Onboarding



Add a Payment Method

Select a payment method and securely save the account information for future use. When you add select it for direct deposit of your refunds.

Method

Select Method Select

- Electronic Check (checking/savings)
- Credit or Debit Card
- Apple Pay

Apple Pay®



Electronic Check - Payments can be made from a personal checking or savings account.

Credit Card - We accept the following credit cards.



8. On the Set a Refund Method screen, you may set up a direct deposit with your bank account to receive any refunds.
9. Click the “Make a Payment” button to complete your payment to secure your space in the class. Click the “View Real Time Statement” to see a list of itemized charges and your course schedule.