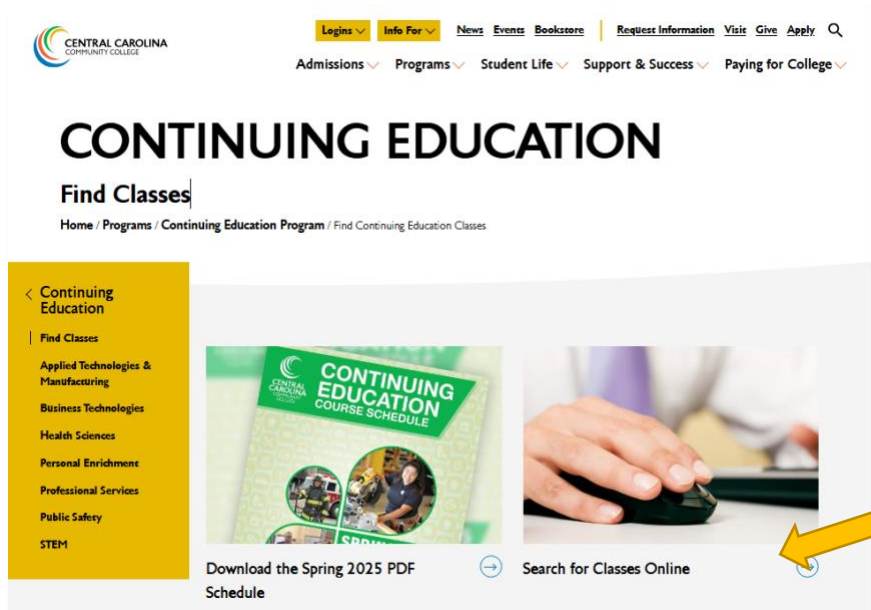




Continuing Education Instant Enrollment Online Registration Tutorial

1. From Central Carolina Community Colleges Continuing Education Find Classes Page, select **Search for Classes Online** to be taken to the online schedule.



2. Search for a class by keyword or course number.

Search for Sections

Notary

Catalog Advanced Search

Meeting Start Date or After: 2/5/2025

Meeting End Date: M/d/yyyy

Course Code Number: LEX-3874N1

Days Of Week: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Time Of Day: Select Time Of Day

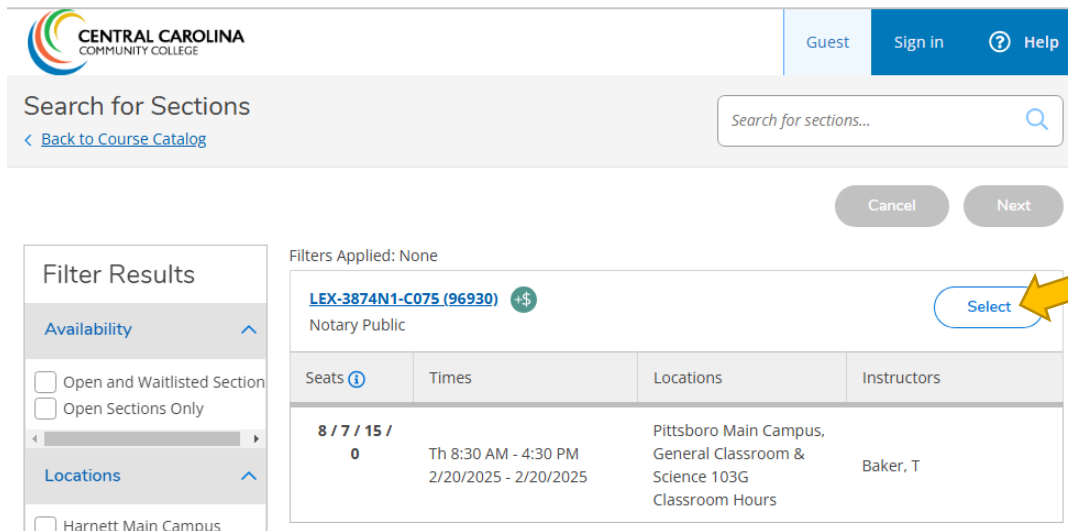
Topic Code: Select Topic Code

Location: Select Location

Clear Search

To browse all classes, leave the criteria blank and click the search icon.

3. To view the details of the class, click **Select**.



CENTRAL CAROLINA
COMMUNITY COLLEGE

Guest Sign in ? Help

Search for Sections

[Back to Course Catalog](#)

Search for sections...

Cancel Next

Filter Results

Availability

☐ Open and Waitlisted Section
☐ Open Sections Only

Locations

☐ Harnett Main Campus

Filters Applied: None

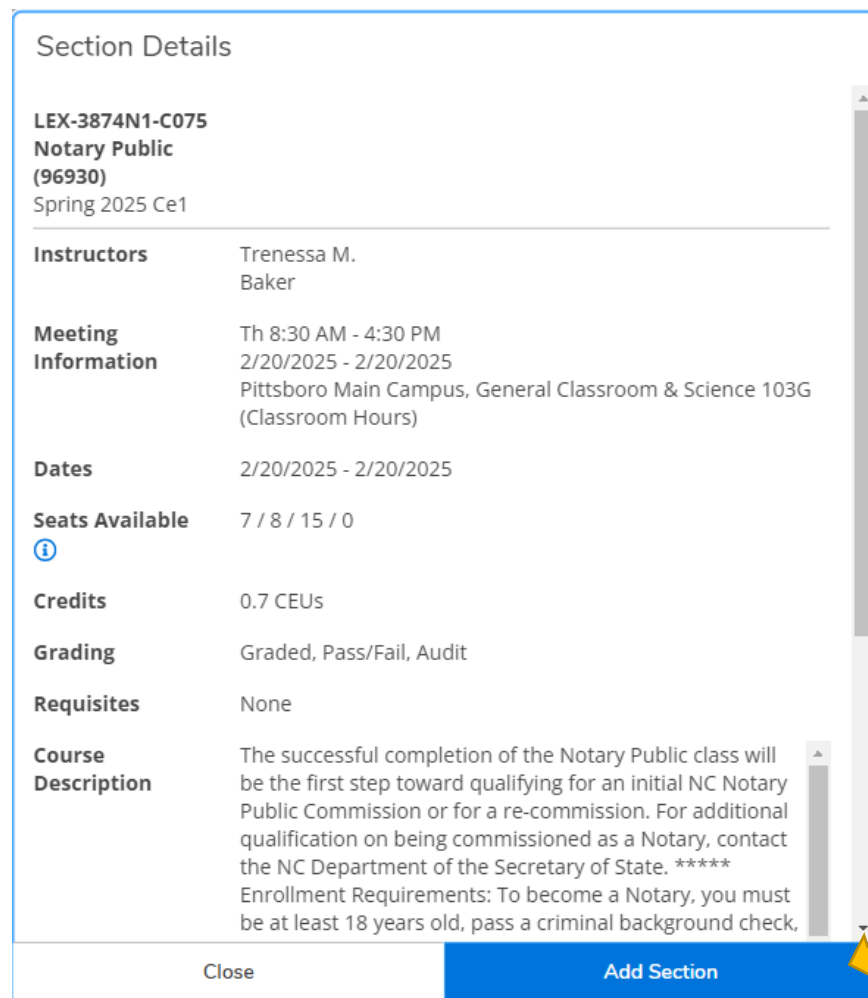
LEX-3874N1-C075 (96930) +\$

Notary Public

Select

Seats	Times	Locations	Instructors
8 / 7 / 15 / 0	Th 8:30 AM - 4:30 PM 2/20/2025 - 2/20/2025	Pittsboro Main Campus, General Classroom & Science 103G Classroom Hours	Baker, T

4. If this is the class that you would like to register for, click **Add Section**. If it is not, return to the search menu by selecting the Close button.



Section Details

LEX-3874N1-C075
Notary Public
(96930)
Spring 2025 Ce1

Instructors	Trenessa M. Baker
Meeting Information	Th 8:30 AM - 4:30 PM 2/20/2025 - 2/20/2025 Pittsboro Main Campus, General Classroom & Science 103G (Classroom Hours)
Dates	2/20/2025 - 2/20/2025
Seats Available	7 / 8 / 15 / 0
Credits	0.7 CEUs
Grading	Graded, Pass/Fail, Audit
Requisites	None
Course Description	The successful completion of the Notary Public class will be the first step toward qualifying for an initial NC Notary Public Commission or for a re-commission. For additional qualification on being commissioned as a Notary, contact the NC Department of the Secretary of State. ***** Enrollment Requirements: To become a Notary, you must be at least 18 years old, pass a criminal background check.

Close Add Section

5. Click **Checkout** to begin the checkout process, or continue to select additional classes.

The screenshot shows the Central Carolina Community College checkout interface. At the top, there's a header with the college logo, a search bar, and a notification that 'LEX-3874N1-C2056 (99272) has been added to your cart.' Below the search bar, there are 'Cancel' and 'Checkout' buttons. A yellow arrow points to the 'Checkout' button. On the left, there's a 'Filter Results' sidebar with options for 'Availability' and 'Locations'. The main area shows a table of course sections for 'LEX-3874N1-C2056 (99272) Notary Public'. The table has columns for 'Seats', 'Times', 'Locations', and 'Instructors'. The first row shows '12 / 4 / 16 / 0' seats, 'Sa 8:30 AM - 4:30 PM' times, 'Pittsboro Main Campus, Chatham Administration 0222 Classroom Hours' locations, and 'Baker, T' as the instructor.

Seats	Times	Locations	Instructors
12 / 4 / 16 / 0	Sa 8:30 AM - 4:30 PM 6/7/2025 - 6/7/2025	Pittsboro Main Campus, Chatham Administration 0222 Classroom Hours	Baker, T

6. Enter your personal identification information and click **Submit**.

The screenshot shows the 'Person Identification' form on the Central Carolina Community College website. The form is titled 'Person Identification' and contains several sections for personal details. The 'Personal Details' section includes fields for 'Prefix', 'Suffix', 'First Name', 'Middle Name', 'Last Name', 'Birth Date', 'Gender', 'SSN', 'Confirm SSN', and 'Citizen Country'. The 'Prefix' and 'Suffix' fields are dropdown menus with 'Please Select' as the default option. The 'First Name', 'Middle Name', and 'Last Name' fields are text input boxes with placeholder text. The 'Birth Date' field is a date picker with a calendar icon. The 'Gender' field is a dropdown menu with 'Please Select' as the default option. The 'SSN' and 'Confirm SSN' fields are text input boxes with placeholder text. The 'Citizen Country' field is a dropdown menu with 'United States of America' as the default option.

If you are a returning student and cannot be uniquely identified, you should call the CE enrollment office for assistance at 919-718-7500.

7. Answer the additional checkout questions and click **Submit**.

Register and Pay for Continuing Edu...

[Return to Instant Enrollment Course Catalog](#)

Additional Details

Education Goal
Please Select

Class
LEX-3874N1-C075 Notary Public (96930)

Reason for Taking
Please Select

How You Learned About this Class
Please Select

Cancel Reset **Submit**

8. Review your class information and total charges and then select your **Payment Method** from the drop-down list. Click **Proceed to Payment** when you are ready to check out using your credit card. We accept Mastercard, Visa or Discover.

CENTRAL CAROLINA
COMMUNITY COLLEGE

Guest Sign in ? Help

Register and Pay for Continuing Edu...

[Return to Additional Information form](#)

Pay for Classes

Before registering, you can choose to add/remove classes.

LEX-3874N1-C075 (96930) \$76.00 Del...

Notary Public

Seats	Times	Locations	Instructors
8 / 7 / 15 / 0	Th 8:30 AM - 4:30 PM 2/20/2025 - 2/20/2025	Pittsboro Main Campus, General Classroom & Science 103G Classroom Hours	Baker, T

Courses Summary

LEX-3874N1-C075 \$76.00
Notary Public (96930)

Total \$76.00

Payment Details

Click Proceed to Payment to pay the section's cost

Payment Methods *

Please Select

Cancel Proceed to Payment

Upon successful registration, you will receive an email confirmation.

For assistance with web registration, call 919-718-7500.