How to Register and Pay with Instant Enrollment
Summer Conference 2022

Step 1: Search the Catalog for Course(s) to enroll.

Step 2: Enter the course number in the Course Code Number Field (in this example we are using SM-110) and click “Search”
Step 3: Choose the section(s) you wish to register for by clicking the blue “Select” button, then click blue “Add Section” button.

*Course section codes [ONL= online], [F2F= face to face/ in-person classes]*
Step 3: (continued). Course(s) will be added to your cart. To continue with enrollment, click the blue “Next” button on the top right of your screen.

Step 4: Complete all fields on the “Person Identification” page, select the blue check box at the bottom to certify information is correct, then click blue “Submit” button.

Step 5: Additional Details   (See PART 2 FOR MORE INFO)
Step 5 PART 2: Complete the “Additional Details” page and click “Submit.”

QUESTION 1 MUST BE ANSWERED to ensure the registration will process correctly.

Question 1: Are you working toward any of the following?

Select one of the following:

Select “Visiting Student - Graduate” if enrolling in (Church Music MUCH 500 LEVEL, Vocal Ped MUPP 500 LEVEL, Children Lit ENG 500 LEVEL)

Select “Visiting Student - Undergraduate” if enrolling in (Church Music MUCH 300 LEVEL)

Select “Visiting Student - Education Outreach” (all MUCC courses)

Step 6: Choose your payment method and click “Proceed to Payment.”

* A nonrefundable 1.5% surcharge is imposed on the transaction amount of all credit card payments. A surcharge is not imposed on the usage of Debit cards. Electronic Checks can be made online, a $3.00 fee will be applied to electronic check.
Step 7: Review your purchase and click “Pay Now”

Step 8: If paying by credit or debit card, enter payment information and click “Pay Now”

Cancel Transaction

After the payment and/or enrollment has been processed, you will receive a “Class Acknowledgement” email. Please save this email as a reference.

If you have any questions or have any issues registering, please email your program administrator or email hornetcentral@su.edu for assistance.