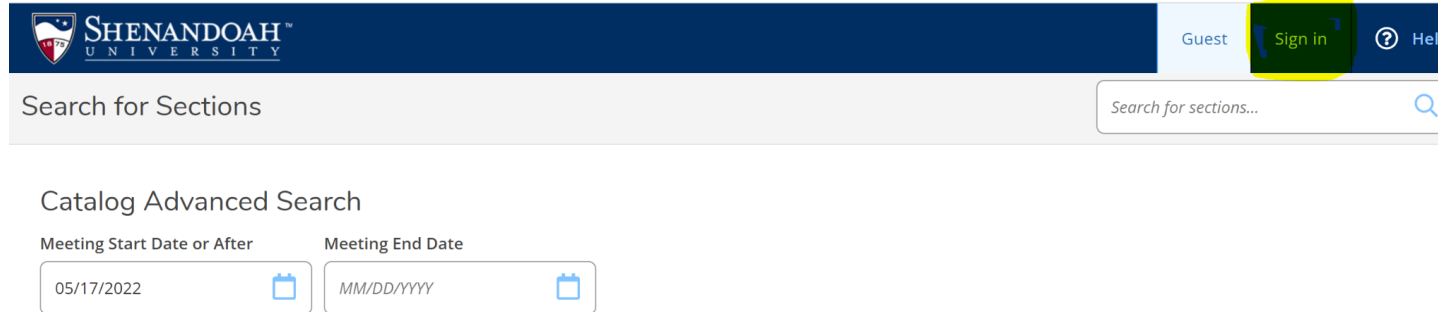


## How to Register and Pay with Instant Enrollment Global Technology Courses

Link for Instant Enrollment:

[Instant Enrollment Course Catalog - Hornet Hub](#)

- Select the link for Instant Enrollment above and then select “Sign In”
- Current students sign in with your existing username and password.
- Visiting Students will have received an email about claiming your credentials. You must claim your credentials before you can sign in.



The screenshot shows the top navigation bar of the Shenandoah University website. On the left is the university logo. On the right, there are links for "Guest" and "Sign in" (the "Sign in" button is highlighted in yellow). Below the navigation bar is a search bar with the text "Search for Sections" and a search icon. Below the search bar is the "Catalog Advanced Search" section, which includes two date input fields: "Meeting Start Date or After" with the value "05/17/2022" and a calendar icon, and "Meeting End Date" with the placeholder "MM/DD/YYYY" and a calendar icon.

**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) and click “Search” SHEN=Global Technology Courses**

## Search for Sections

### Catalog Advanced Search

Meeting Start Date or After

05/17/2022



Meeting End Date

MM/DD/YYYY



Course Code Number

SHEN

Days Of Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Time Of Day

Select Time Of Day



Location

Select Location



Clear

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]**

Search for Sections

Advanced Search Selection: SM-110, Meeting Dates Or After: 05/17/2022

Filters Applied: None

**SM-110-ONL**  
Intro to Sport Management

Seats	Times	Locations	Instructors
6	TBD 1/4/2021 - 1/29/2021	Distance Education Lecture	Hughes, D

Page 1 of 1

Section Details

**SM-110-ONL** Intro to Sport Management  
January Term 2021

Instructors: Hughes, D ([dhughes@su.edu](mailto:dhughes@su.edu))

Meeting Information: 1/4/2021 - 1/29/2021  
Distance Education, TBD (Lecture)

Dates: 1/4/2021 - 1/29/2021

Seats Available: 6 of 20 Total

Credits: 3

Grading: Graded, Audit

Requisites: None

Course Description: This course relates the concepts and functions of the manager to the specific realm of managing sport and sport organizations. It is intended to introduce first year students to the field of Sport Management. This course may not be taken by business students who are juniors or seniors. Three credits.

Books Total

Close Add Section

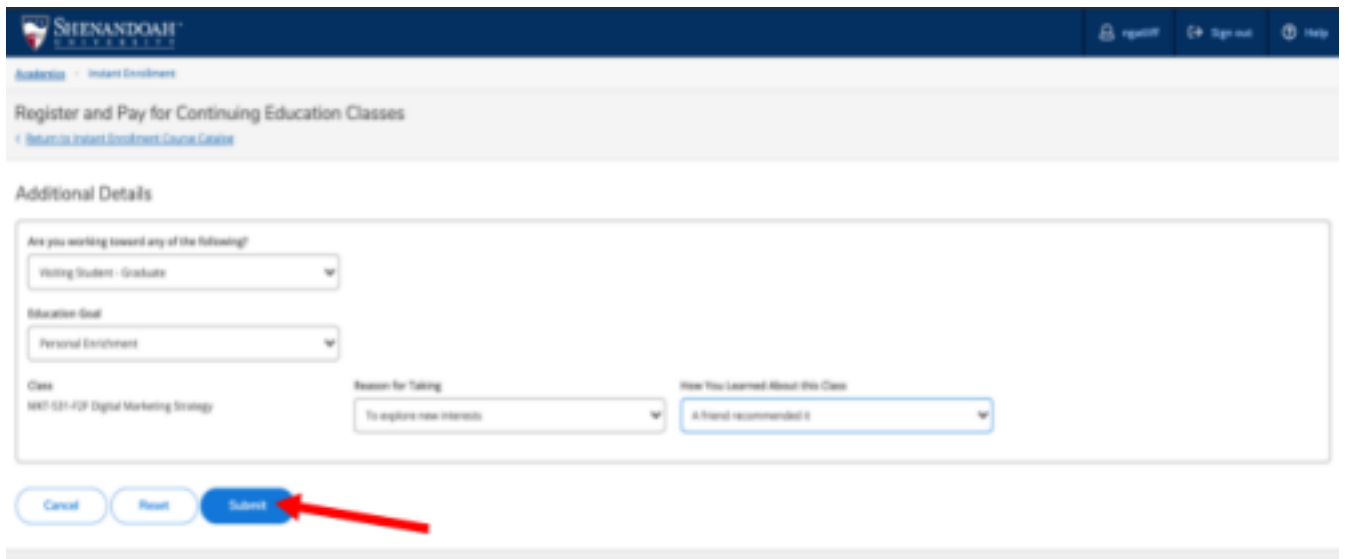
**Step 3:(continued). Course(s) will be added to your cart. To continue with enrollment,**

click the blue “Next” button on the top right of your screen.



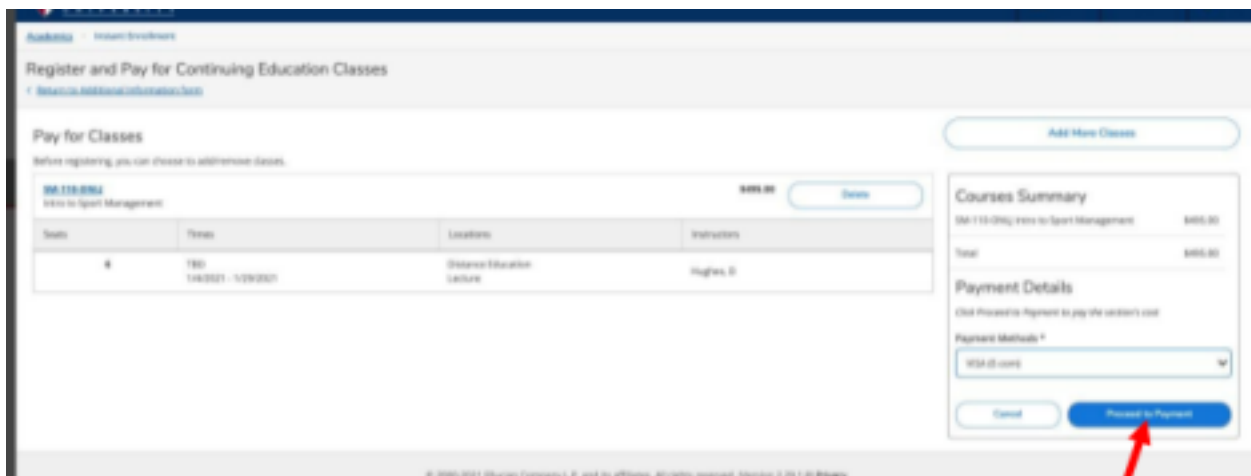
**Step 4: Additional Details - Complete the “Additional Details” page and click “Submit.” QUESTION 1 MUST BE ANSWERED to ensure the registration will process correctly.**

**Select “Visiting Student - Undergraduate” if you are not currently accepted into a degree program at Shenandoah University.**



**Step 5: Choose your payment method and click “Proceed to Payment.”**

\* A nonrefundable 1.5% service fee is imposed on the transaction amount of all credit card and debit card payments. Electronic Checks can be made online, a \$3.00 fee will be applied to the electronic check.



**Step 6: Review your purchase and click “Pay Now”**

Payment Review

[Return to Payment Gateway](#)

Payment Information

Item	Amount
2021-22 (RM) Intro to Sport Management	\$400.00
Credit Card Convenience Fee	\$7.45
<b>Total Cost</b>	<b>\$407.45</b>

Payment Method: **USA (2-Card)**





**Pay Now**

© 2000-2021 Education Company L.P. and its affiliates. All rights reserved. Version 2.25.1.0 02/2021

**Step 7: If paying by credit or debit card, enter payment information and click “Pay Now”**

> Pay with credit or debit card

Card number

Expiration date mm / yy  /

CSC (optional)

[What is this ?](#)

**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 [hornetcentral@su.edu](mailto:hornetcentral@su.edu) for assistance.