SUMMIT ✺ UNIVERSITY®

How to Register
SU Tech Support
Video script text (5-6-16)

Before beginning the registration process, make sure that you have an idea of which classes you would like to take in the upcoming semester, and that you have enabled pop-ups in your browser.

To register, login to the Summit University Student Portal in Orbund at **http://online.summituniversity.org**. **Enter your username and password**, and make sure **that Student is selected for the Role**; then click **Login**. This will take you to your Dashboard in the student portal. Click on **Enrollment & Schedules**. This will open a menu where you can select **Class Enrollment**. This will take you to the registration screen.

First, make sure that you have the **correct semester** selected at the top of the screen. This should be either the upcoming semester for Session 1 and 3-credit courses, or the current semester if you plan to register for Session 2 courses.

Now, locate the **Add by Program** button. If you don't see this button, it is because the Add Period has closed for the semester or session, and you will need to contact the Registrar at **Registrar@SummitUniversity.org** to complete your class enrollment.

When you click **Add by Program** you will see a pop-up window showing you the list of courses that are available for you to take for your program. If you are enrolled in multiple programs, you can change the available classes list by changing the program in the dropdown menu at the top of this window.

The available classes window gives you a lot of information about upcoming classes, such as class start and end dates, number of credits, if any prerequisites are needed, and the instructor teaching the class. You can also see if a one-credit course is being offered in Session 1 or Session 2, and if you have completed a class or not. Be sure to review this information carefully so that you register for the correct classes.

To register for a class, **click the check box next to the class**. If a class doesn't have a check box next to it, it could mean a number of things. You may have already completed the class, you need to take some pre-requisites first, or it is being offered during a session that is not open for registration. Be sure to check the Remarks column all the way at the right of the pop-up window for details.

After selecting all of the courses that you would like to take, scroll down to the bottom of the window. Click **Add** and then click **Close**. You should now see the classes that you selected in the Courses box on in the Class Enrollment screen. You can click Add by Program to add more classes and when you are finished, be sure to click **Submit** to finalize your enrollment. You will receive a pop-up message to confirm your enrollment. Click **Yes** to continue. This will take you to an Enrollment Successful page where you can see the list of classes that you just enrolled in.

Now it's time to pay your tuition and fees. Click **View Invoice**. This will take you to the **Payment & Invoice** page for this semester. Here you will find your tuition and fees for the semester broken down by class. Scroll down to the bottom of the page to see your Payment schedule and to complete your payment. Here you will also see any previous payments that you have made on this semester's invoice in the Payment History list. For a detailed explanation of how to read your invoice, check out the SU Tech Support video in the Knowledge Base on *Understanding Your Invoice*.

To make a payment, **check the box next to the amount owed**. If you only can pay a portion of this amount now, type that amount in the payment box. Be sure to note the due date for your tuition and fees so that you don't accidentally incur late fees and lose access to your classes in Moodle.

When you are ready, click **Enter Payment**. This will open a Payment Method pop-up window. Select **Credit Card – PayPal Website** and click **Submit Payment**. This will redirect you to a separate PayPal webpage to complete your payment. If you don't see the PayPal website right away, you will need to make sure that pop-ups are enabled for **http://server9.orbund.com**. Every browser handles pop-ups a little differently, but you usually will see a warning near your browser bar at the top of the screen where you can allow the pop-up.

Now that you have made it to the PayPal website, **complete your payment** using either your PayPal account or a debit/credit card. Once your payment is complete, **you will receive an email receipt from PayPal**. When you log back into the Student Portal, you will also see the payment listed under you Payment History, confirming that your registration is complete.