

How to Create a User Account and Register for a Course or Workshop Online Using a Credit Card

Continuing Education in Historic Preservation, Rutgers University-Camden

1. On the course or workshop registration page, click the button labeled “Register/Sign In Now” at bottom right.

led popular hands-on preservation workshops for MARCH's historic preservation program in the past.

Location	Ohio House West Fairmount Park, 4700 States Drive
Course Prerequisites	None
Cancellation Policy	Rutgers may cancel course and refund all tuition payments if minimum enrollment is not met before start of the class or workshop.
Refund Policy	Students may cancel their registration up to one month prior to the start of the class for a full refund, minus a 15% administrative fee. Registration payments for cancellations or withdrawals less than one month before the class start date, or after the class begins, will not be refunded. Half-day, one-, one and a half-, and two-day workshops are non-refundable.

Fee(s)	
\$ 45	Registration fee
\$ 45	Total Fees

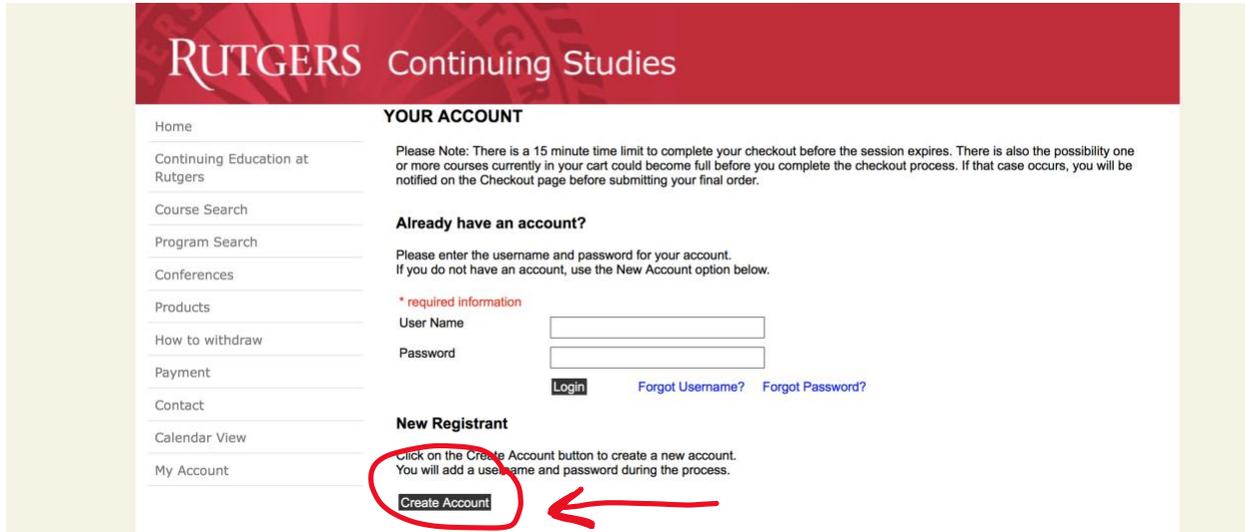
[Need to register for someone else? Click here](#)

[Back](#) [Register/Sign In Now](#)

You must sign into your account or create a new account to add to your cart.

Contact Info Privacy Policy Refund Policy
Powered by XenDirect © 2005-2019 Xengrade ©

- At the bottom on the “Rutgers Continuing Studies” page, click the button labeled “Create Account” at bottom.



RUTGERS Continuing Studies

Home

Continuing Education at Rutgers

Course Search

Program Search

Conferences

Products

How to withdraw

Payment

Contact

Calendar View

My Account

YOUR ACCOUNT

Please Note: There is a 15 minute time limit to complete your checkout before the session expires. There is also the possibility one or more courses currently in your cart could become full before you complete the checkout process. If that case occurs, you will be notified on the Checkout page before submitting your final order.

Already have an account?

Please enter the username and password for your account.
If you do not have an account, use the New Account option below.

* required information

User Name

Password

[Login](#) [Forgot Username?](#) [Forgot Password?](#)

New Registrant

Click on the Create Account button to create a new account.
You will add a username and password during the process.

[Create Account](#)

- Complete the “REGISTRANT PROFILE” on the Rutgers Continuing Studies page. Please include the institution or site where you volunteer or work, if relevant.



RUTGERS Continuing Studies

Home

Continuing Education at Rutgers

Course Search

Program Search

Conferences

Products

How to withdraw

Payment

Contact

Calendar View

My Account

REGISTRANT PROFILE

Please enter the requested profile information for the person registering for the course.

* denotes a required field

Are you within the European Union? Yes No

Name Prefix

First Name *

Middle Name/Initial

Last Name *

Name Suffix Last Name titles such as Jr, II, PhD

Job Title

Affiliated Company/Employer If applicable

Home Address

Address 1

4. After you complete the form, click the “Submit” button at bottom.

Want to sign up for updates and exclusive offers? Select all the methods desired to receive offers.

Email Mail
 Phone Fax

Birth Date (mm/dd/yyyy)

License Details

For new accounts, add User Name and Password.

Password Requirements:
 * From a minimum of 8 to a maximum of 15 characters - case sensitive
 * Special characters allowed: !#\$%&()*+,-./:;<=>@[!^_`{}~

User Name (6-50 characters) * Username is unique

New Password *

Confirm Password *

PROFILE CONSENT
 Do you give consent for us to record your personal data for the lawful purpose of providing and managing an educational service? Yes No [Consent Statement](#)

Submit

Contact Info Privacy Policy Refund Policy
 Powered by XenDirect © 2005-2019 Xenegrade ©

5. Once you create your profile and click submit, you will be taken back to the registration page. If you are registering for yourself, at bottom right, click the button marked “Add to Cart.”

Prerequisites

Cancellation Policy
 Rutgers may cancel course and refund all tuition payments if minimum enrollment is not met before start of the class or workshop.

Refund Policy
 Students may cancel their registration up to one month prior to the start of the class for a full refund, minus a 15% administrative fee. Registration payments for cancellations or withdrawals less than one month before the class start date, or after the class begins, will not be refunded. Half-day, one-, one and a half-, and two-day workshops are non-refundable.

Fee(s)

\$ 45	Registration fee
\$ 45	Total Fees

[Need to register for someone else? Click here](#)

Back **Add to Cart**

Contact Info Privacy Policy Refund Policy
 Powered by XenDirect © 2005-2019 Xenegrade ©

6. Confirm you have selected the correct class or workshop.
Click the button marked “Checkout” at bottom right.

Sign Out Cart(1) Cancel Order

RUTGERS Continuing Studies

- Home
- Continuing Education at Rutgers
- Course Search
- Program Search
- Conferences
- Products
- How to withdraw
- Payment
- Contact
- Calendar View
- My Account

YOUR CART Account: Tyler Putman

If Pay Amount edit is available, you may enter an amount less than the full amount due. The balance will be billed. Minimum payment amounts may be in effect. Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
HP-117-F19 remove	Preserving Interior Woodwork: Doors, Floors, and Trim				
	Registration fee	1	\$ 45	\$ 45	
Sub-Total:				\$ 45	\$ 45.00
TOTAL:				\$ 45	\$ 45.00

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout. Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

Pay by PO
Checkout Continue Shopping

7. After reviewing our refund policy, click the box indicating that you “have read and accepted the following terms and conditions.” Click the button below marked “Place Order.”

- Home
- Continuing Education at Rutgers
- Course Search
- Program Search
- Conferences
- Products
- How to withdraw
- Payment
- Contact
- Calendar View
- My Account

CHECK OUT - REVIEW Account: Tyler Putman

Registration > Payment > **Review** > Complete

Please verify the order information below, then click on the "Place Order" button to complete your order.

If Pay Amount edit is available, you may enter an amount less than the full amount due. The balance will be billed. Minimum payment amounts may be in effect. Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
HP-117-F19 remove	Preserving Interior Woodwork: Doors, Floors, and Trim Refund Policy Cancellation Policy				
	Registration fee	1	\$ 45	\$ 45	
Sub-Total:				\$ 45	\$ 45.00
TOTAL:				\$ 45	\$ 45.00

I have read and accepted the following terms and conditions

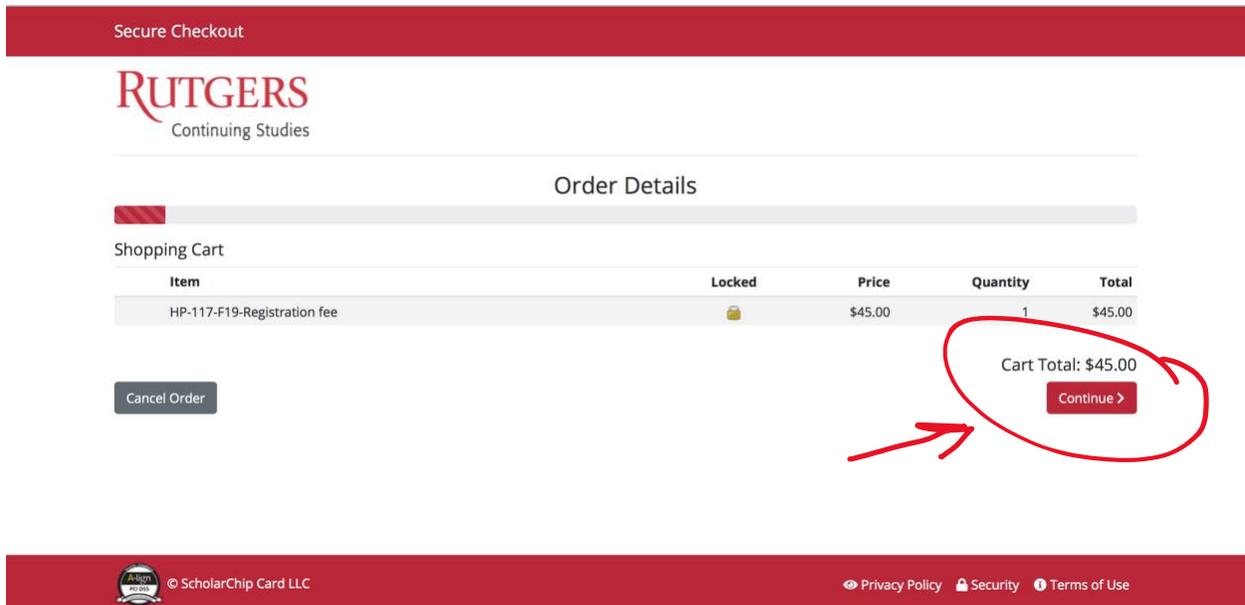
General Refund Policy

Place Order Cancel Order

Your order is bound by the current [Refund Policy](#) unless a course specific refund policy is listed. After clicking the "Place Order" button, do not click the "Place Order" button again and do not click the "Refresh" button in your internet browser, or you may be charged more than once. Please be patient until the "Order Complete" page displays.

8. On the “Order Details Page,” click the button marked “Continue” at the bottom right.

Secure Checkout



RUTGERS
Continuing Studies

Order Details

Shopping Cart

Item	Locked	Price	Quantity	Total
HP-117-F19-Registration fee		\$45.00	1	\$45.00

Cart Total: \$45.00

Continue >

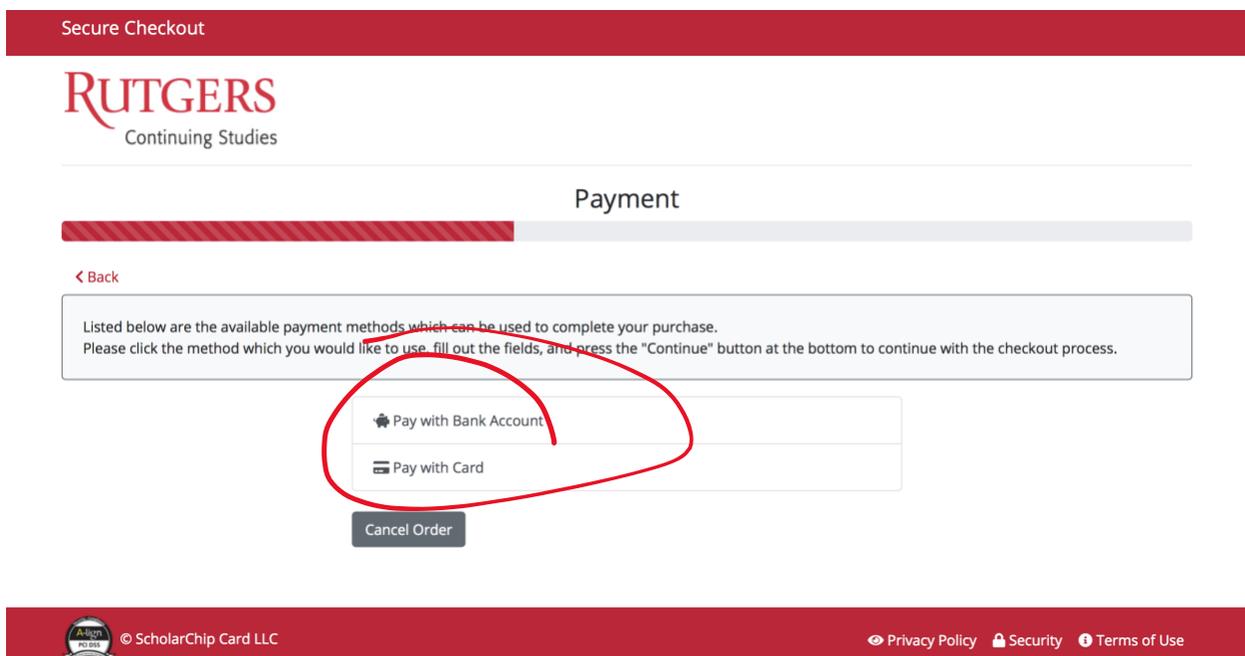
Cancel Order

© ScholarChip Card LLC

Privacy Policy Security Terms of Use

9. On the next page, select “Pay with Card” or “Bank Account.” If you want to pay by check or purchase order (PO), please email us at preservation@camden.rutgers.edu.

Secure Checkout



RUTGERS
Continuing Studies

Payment

< Back

Listed below are the available payment methods which can be used to complete your purchase. Please click the method which you would like to use, fill out the fields, and press the “Continue” button at the bottom to continue with the checkout process.

Pay with Bank Account

Pay with Card

Cancel Order

© ScholarChip Card LLC

Privacy Policy Security Terms of Use

10. Enter your payment information.

Secure Checkout



Payment

[< Back](#)

Listed below are the available payment methods which can be used to complete your purchase. Please click the method which you would like to use, fill out the fields, and press the "Continue" button at the bottom to continue with the checkout process.

Pay with Bank Account

Pay with Card

Card Type: ▼
 Transaction Type: Credit






[Reset Card Type](#)

Card Information

First Name: Last Name:

Summary

Order Details

Item	Price	Quantity	Total
HP-117-F19-Registration fee	\$45.00	1	\$45.00

Cart Total: \$45.00

Payment Details

Type	Account Number	Billing Info	Amount to Pay	Convenience Fee	Total Payment
			\$45.00	\$0.00	\$45.00

Order Total: \$45.00

Edit Payment

Continue >


© ScholarChip Card LLC

[Privacy Policy](#)
[Security](#)
[Terms of Use](#)

11. If the payment information is current, click "Continue" at bottom right.

12. Complete the form on the “Account Authorization” page and click the button labeled “Submit” at bottom right.

Account Authorization

I hereby certify that I am an authorized holder on this bank or card account. By submitting this payment, I authorize ScholarChip to deduct the designated funds from the account on a one-time basis. I agree to provide true, accurate and current information. ScholarChip is not responsible for the correctness, completeness, nor the quality of the information provided. eCheck payments made after 1:30 PM Eastern time are processed on the next banking day.

After clicking Submit, DO NOT use your browser BACK or STOP button.
 I have read and agree to the above authorization.

Your account will be charged \$45.00

Account Information

Email	Confirm Email
<input type="text" value="Email"/>	<input type="text" value="Confirm Email"/>
First Name	Last Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>

WARNING: DO NOT CLICK SUBMIT MORE THAN ONCE

Cancel Order
SUBMIT!

13. Please do not close your browser or navigate away from that page until you see this a screen thanking you for your order. If you would like to print a receipt, select the button marked “Print Receipt.”

RUTGERS Continuing Studies

- Home
- Continuing Education at Rutgers
- Course Search
- Program Search
- Conferences
- Products
- How to withdraw
- Payment
- Contact
- Calendar View
- My Account

CHECK OUT - COMPLETE
 Payment > Registration > Review > Complete

Do not click the "Back" button or click the "Refresh" button in your internet browser or you may be charged more than once.

Thank You For Your Order

A copy of your order receipt and confirmation number will be emailed to you shortly. Please print and keep this page for your records.

Print Receipt

Payment and Registration Details

Bill To:
TYLER PUTMAN

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
HP-117-F19	Preserving Interior Woodwork: Doors, Floors, and Trim Refund Policy Cancellation Policy				

14. You will receive an automated email noting the details of your registration.



15. As we approach the workshop or class date, we will send you logistical and other information you will need to attend the workshop.

If you have any questions about the registration process (for example, if you want to register multiple people), please contact us at preservation@camden.rutgers.edu.

Last updated November 18, 2019