

Helpful Tips for PPL Registration

1. Whether you are starting from <u>www.schoolcraft.edu</u> or the PPL homepage, <u>www.schoolcraft.edu/ppl</u>, you will want to click on *Ocelot Access* in the upper right hand corner.



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2. If you want to register for PPL classes (including Kids on Campus and MSF Motorcycle courses) click on the *PPL Non-Credit Student* option.



3A. If you have taken any type of class at Schoolcraft before, you will need to click *Log in for registration, payment and transcript options* under the Returning Students section, as you already have an account. If you are a first-time registrant, you will click *Register and Pay* located under First Time Students.





3B. If you logged in, you will click *Register and Pay*, located on the right.

≡	Schoolcraft College				۵	〔→ Sign out	⑦ Help
n	PPL Non-Credit Student						
ŧ		Academic Profile		Registration			
<u>ی</u> ا	Grades Official Transcript Unofficial Transcript My Class Schedule		Resister and Pay Registration Receipt (Statement of Account) Walver of Liability for Fitness Classes Drop Sections				
•	Pay on My Account Account Summary by Term	Financial Profile					
	Schoolcraft College Privacy Exilicy						

4. Enter the CES **OR** 6-digit section number for your desired class in the **Course Code Number** box and click **Search**. No other information is needed. Entering the CES number will allow you to select from all the different days and times that class is offered. Entering the Section number will take you to the exact day and time you desire.

1 mportant: Entering information in the search fields below is optional but will help to narrow your search. Entering more than one filter can speed up search results on some browsers. Once you have entered search criteria, click Search at the bottom to continue or Clear to refresh your filter settings.							
Personal & Professional Learning: Search		Search for sections Q					
Catalog Advanced Search Meeting Start Date or After Meeting find Date 11/09/2022	٥						
Course Code Number Enter Course Code Number or a Keyword Examples: "CE5-2007" or "921073"							
Days of Week							
Time Of Day Select Time Of Day	v						
Subject Select Subject	v						
Location	•						
Clear							



5. If the search does not work, **do not** use your browser's back button. Click on the **Back to Course Catalog** to return to the search page. When you find the class you want, click **Select** on the right hand side. This will open a window that will show you the course details. If everything looks correct, click the blue **Add Section** button on the bottom right of that window.

Schoolcraft College					Guest Sign i	n 🕐 Help
Personal & Professional Learning: Search < Back to Course Catalog			Search	h for sections		٩
Filter Results	Advanced Search Selection: ces2-6 Filters Applied: None <u>Return to Search</u>	269, Meeting Dates On or After 6/22/2022			Cancel	Next
Mfg & Engineering Center	CES2-6269-42 (929042) Basic RiderCourse - Web					Select
Terms	Seats	Times	Locations	Instructors		
Spring 2022 Summer 2022	0	F 6:00 PM - 10:00 PM 6/24/2022 - 6/24/2022	Mfg & Engineering Center, Mfg & Engineering Cente 105 LECTURE	r Ppl Instructor, McG	linn, S	
Sunday		F 6:00 PM - 10:00 PM 6/24/2022 - 6/24/2022	Mfg & Engineering Center, Public Safety Training Complex DR LECTURE			
Time of Day		Sa/Su 8:00 AM - 8:00 PM 6/25/2022 - 6/26/2022	Mfg & Engineering Center, Mfg & Engineering Cente 105 LECTURE	r		
Select time range		Sa/Su 8:00 AM - 8:00 PM 6/25/2022 - 6/26/2022	Mfg & Engineering Center, Public Safety Training Complex DR LECTURE			
Not Online	CES2-6269-62 (939062) Basic RiderCourse - Web					Select
	Seats	Times	Locations	Instructors		
	0	F 6:00 PM - 10:00 PM 7/8/2022 - 7/8/2022	Mfg & Engineering Center, Mfg & Engineering Cente 105	r Ppl Instructor, McG	linn, S	

6. Once your class has been added to your cart, click the blue *Next* button on the right hand side to proceed.

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🗰 Apps 🌒 Colleague Ul Produ 🕲 Time and Attendance 🔇 Informer Re	porting 🛄 Mainsaver Web Mo 🕃 O	Inline Administrati 🔗 Home / EMS 🔚 Internet Access 🔣 Ad	obe Sign, an Ad 📀 HR 📀 PPL Class Roster - R 📀 T&A Mar	nager 🔹 Employee Self Servi 🗐 Reading list			
Schoolcraft College				Guest Sign in ⑦ Help 1			
Personal & Professional Learning: Search							
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Mfg & Engineering Center	C552-6269-42 (929042) Basic RiderCourse - Web						
Terms	Seats	Times	Locations	Instructors			
Spring 2022	0	F 6:00 PM - 10:00 PM 6/24/2022 - 6/24/2022	Mfg & Engineering Center, Mfg & Engineering Center 105 LECTURE	Ppl Instructor, McGlinn, S			
Days of Week		E 6:00 PM - 10:00 PM	Mfg & Engineering Center, Public Safety Training				
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Time of Day		Sa/Su 8:00 AM - 8:00 PM 6/25/2022 - 6/26/2022	Mfg & Engineering Center, Mfg & Engineering Center 105 LECTURE				
Select time range		Sa/Su 8:00 AM - 8:00 PM 6/25/2022 - 6/26/2022	Mfg & Engineering Center, Public Safety Training Complex DR LECTURE				
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7. If you are logged in, skip to Step 8. If you are not logged in the next page will ask for your personal information. If you enter that and receive the following message, you likely have an old account that you have forgotten about. Please contact us at (734) 462-4448 for assistance.

More	Information Needed	×		
0	You could not be uniquely identified based on the data entered. Please provide more information that may help us distinguish you from someone else.			
	Close			

8. Follow the prompts until you reach the payment screen. Here you can either *Add More Classes* or *Proceed to Payment*. If you proceed to payment you will be redirected to **PayPal** to pay. You **do not** need a PayPal account to make your payment.

Academics · Personal & Profess	sional Learning							
Do NOT use your browser's back button. You are not enrolled in any selected classes until you are shown the Class/Payment Acknowledgement page listing the classes in which you successfully enrolled. Please only use the links above and below this box to navigate.								
Register and Pay for Personal & Professional Learning Classes < Return to Additional Information form								
Pay for Classes Before registering, you can choo: By registering for a Physical Fitr	se to add/remove classes. hess class, you are agreeing to the terms of the <u>Schoolcraf</u>	t College Waiver of Liability – Fitness Classes. Your rej	sistration signifies agreement to the waiver terms.	Add More Classes	\supset			
CES2-6269-66 (939066) Basic RiderCourse - Web			\$50.00 Delete	Courses Summary				
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	F 6:00 PM - 10:00 PM 7/22/2022 - 7/22/2022	Mfg & Engineering Center, Public Safety Training Complex DR LECTURE		Click Proceed to Payment to pay the section's cost Payment Methods *	_			
	Sa/Su 8:00 AM - 8:00 PM 7/23/2022 - 7/24/2022	Mfg & Engineering Center, Mfg & Engineering Center 105 LECTURE		Cancel Proceed to Payment				
	Sa/Su 8:00 AM - 8:00 PM 7/23/2022 - 7/24/2022	Mfg & Engineering Center, Public Safety Training Complex DR LECTURE						
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