

Non Traditional Registration Guide

Step 1:

Go to MyCecil: <https://my.cecil.edu/ICS/>

Select the Non Traditional Tab



Step 2:

Click the Continue button to begin the account creation process:

Non Traditional



To obtain credentials in order to be able to register for courses, click the continue button below. You will be required to verify your identity, then a username and password will be emailed to you.

Continue

Step 3:

Enter information into the fields in the online form:

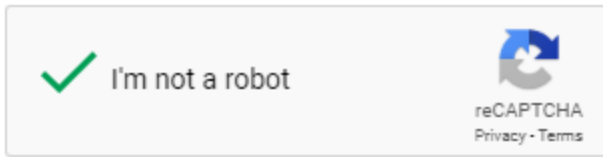
First Name:*

Middle Name:

Last Name:*

Address Line 1:*

Check "I'm Not a Robot" box and click Continue.



Step 4:

Credentials will be sent to the email address entered on the form above from helpdesk@cecil.edu

Username: Test64573

Password: 01011975-C

Note: You must wait 5 minutes prior to logging in to MyCecil.

Step 5:

Go to MyCecil test: <http://izcec-jicstest.cecilcc.edu/ics>

Enter Username/Password and click Login

A login form on a dark green background. It has a username field with a person icon and the text "Test64573", a password field with an asterisk icon and masked characters ".....", and a "Login" button.

Step 6:

Navigate to the Non Traditional Tab

The Add/Drop Portlet will appear for a variety of course search options

Add/Drop

Term: ▾
Add Period Open / Drop Period Open

Title: ▾
Term: ▾
 [More Search Options](#)

Search Options:

- All-encompassing – Click Search button
- Narrow:
 - Title = Begins With (ex. Bracelet)
 - Title = Ends With (ex. Lesson)
 - Title – Exact Match (ex. Spanish I)
 - Title = Contains (ex. Jar)
 - Click More Search Options to use a combination

Step 7:

Once the search results appear a check box is available next to each course. Each course may be viewed for course details.

Course Details

JAR MAGIC (GWE 165 01)

 [Add this course](#)

 [Back](#)

Instructor(s): MILLER, RAINA  

Fall Non-Credit 2020, Non-Credit Division	2.00 Credit(s)
Dept: GWE	Clock Hours: 0.00
Status: Open (16 out of 16 seats)	Reference Number: 64377

Note: No note is available for this course.

Course Schedules

Day & Time	Date(s)	Location
S 12:30 PM-2:30 PM	10/24/2020 - 10/24/2020	Elkton Station, Elkton Station Building, 21920

Course Description

Almost every culture has a version of jar magic, which uses jars to combine various ingredients to dispell negativity, protect, and manifest goals. Learn how, and what, can be used to make a jar for your personal needs.

[All courses in the Department, Non-Credit Division Division](#)

Cross-listed Courses

Course	Type	Title	Capacity	Enrollment	Waitlisted
GWE 165 01	Parent	JAR MAGIC	16	0	0
Totals:			16	0	0

To add a course (register) simply check the box next to the course then click the Add Courses button at the bottom of that search page.

Search Results

[Search Again](#)

Term:

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date	Course Fee	Tuition	Other Fee
<input checked="" type="checkbox"/>		GWE 165 01	JAR MAGIC	MILLER, RAINA	16/16	Open	S 12:30 PM-2:30 PM; Elkton Station, Elkton Station Building, Classroom - (Rooms 219/220)	2.00	10/24/2020	10/24/2020	25.00	4.00	0.00

Step 8:

You will navigate automatically to a confirmation page which provides a list of courses you are registered for and payment information.

GWE 165 01 - Successfully added with warnings: This course does not contribute to the academic program and will not count towards the financial aid enrollment status. It may impact the financial aid award.

Title:

Term:

[More Search Options](#)

Your Schedule (Registered)							
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
No Current Courses for the selected Term and Division.							



Course(s) Requiring Payment							
Drop	Course	Title	Schedule	Credits	Credit Type	Division	Status
<input type="checkbox"/>	GWE 165 01	JAR MAGIC	S 12:30 PM - 2:30	2.00	LETTER GRADES	Non-Credit Division	Reserved

!Payment is required for these courses before your registration can be completed.

Step 9:

Until payment is made the student remains in a reserved status in Jenzabar:

Registration Student Course

Student ID / Other Details
 ID #


 SSN: Division

Courses
 2021:AA
 R : GWE-165-01-

Student Registrations for 2021 / AA
 PT/FT
 Status: Credits:

Courses
 Number: Credits:

	Course Code	Short Title	Status
<input checked="" type="checkbox"/>	GWE-165-01-	JAR MAGIC	Reserved