How to Register and Pay for BEST Center Classes Online

Welcome to our new online registration system for The BEST Center at Genesee Community College! All of our scheduled noncredit classes are listed on this online system.

*Please note: This online registration site cannot be used to register for credit courses. Payment is required at the time of registration. Visa, MasterCard, and Discover are accepted.*

This is the home page for the online registration site. If your screen does not look like the one below, you may need to download an upgraded version of Flash. A message and link will appear on the page to take you to the secure website to install the upgrade.
Students who have previously taken classes at Genesee Community College or The BEST Center will have a GenESIS ID and password. If you know your log-in information enter it in the Sign In box on the right side of the screen and click Sign In. If you do not know your log-in information, contact the Helpdesk at 1-866-614-5004 and identify yourself as a BEST Center student. If your password cannot be immediately reset, you should receive a response within one business day to resolve this issue.

If you have never been to the College and do not have a GenESIS account you will be able to submit your personal information and create one after you add a class to register.

To see all courses, leave the Search box blank and click on the magnifying glass.

To search by course title, type in the Search box, then click the magnifying glass.

To browse by the subject of a course, click By Subject. Then click on the subject you would like to view and Add the desired course to your schedule builder.
With the Advanced Search feature, you can search for a class by specific attributes. Choose this search option to narrow down your search for a course. Once you’ve chosen your criteria, select Go to show courses in the catalog.

The class(es) will be listed in the **Search Results** on the left.

**How to Read Course Information**

- **Course # and Title**
- **Start Date and End Date**
- **Campus Location**
- **Number of Seats Available**
- **Day and Time**
- **Room #**
- **Fee for Class**

**Note:** If Seats = 0, the class is full and you will not be able to register for that section.
To see Course Details for a class, mouse over a class listing until you see the magnifying glass in the bottom right corner. Click the magnifying glass to See Course Details for this class.

Click Meeting Times to see the days, dates, times, campus.

Click Close to close this box and return to the main screen.

How to Add Classes to Your Schedule

There are two options to add a class to your schedule. After you identify which classes you want to register for, perform one of the following steps:

1. Mouse over the class listing in the Search Results on the left, then click on the plus sign to add it.
2. Mouse over the class listing, click on the magnifying glass to open the Course Details box, then click on the Add button.

After you add classes to your schedule, they will appear in the Schedule Builder under Weekly View.

To remove the class from your schedule, click on the x Remove button. To view the course details, click on the Details button.
If you choose classes that overlap in times and create a conflict, you will see the red Conflict box appear.

Click on the Conflict button to open a box that lists the conflicting classes. Click on Remove to delete the class you do not want.
Once you have added all of your classes to the schedule and there are no conflicts, click the **Register** button in the lower right hand corner.

**Note:** If you are signed in at this point and have a **Hold** on your account. You will see the message below.

Please click on the **Home** tab to see the details of your hold and contact the appropriate office.
If you are already signed in, skip to page 11. If not, follow the instructions below.

Here you will need to enter your GenESIS username and password. If you are a previous student and do not have your information, please call the Helpdesk at 1-866-614-5004 to retrieve it. If you are a new student, click on Create New Account. See next page for New Account directions.
New Account Directions

Required information is indicated by a *. Be sure to scroll down to see all fields.

Enter the security code you see in the blue field here. Click Submit.

You must also check off that you agree with The BEST Center’s Acceptable Use Policy before moving on. Returning students will be prompted to review and agree to the Acceptable Use Policy the first time they register online.
The system will be searched to determine if you already have a record. If an exact or similar record is found, you will receive a Caution warning and will not be able to create an account here. Contact the Helpdesk at 1-866-614-5004 for assistance.

If the system does not find an exact or similar record, a new record will be created. A box will appear listing your GenESIS ID and Password. **RECORD THIS INFORMATION IN A SAFE PLACE**. You will need your log-in information to pay and register online again and to log-on in the future. An email will also be sent to you with the Login ID and Password.

Click Continue after you write down your Login and Password.
A list of classes you registered for will appear on the Registration Results page.

You can cancel your registration by clicking the **Cancel registration** button and return to the schedule builder to choose other classes.

If your schedule is accurate, click the **Proceed to payment** button.

If you choose to proceed, you must complete the payment process online at this time or you will be dropped from your classes.
After you click to Proceed to Payment, you will be taken to the Payment Options screen.

You can again choose to **Cancel the registration** or **Proceed to payment**.

If you choose to proceed, you must complete the payment process online at this time or you will be dropped from your classes.
This payment screen contains a message that you will be taken to a secure, external payment site.

To continue, click **Submit payment**.

If you choose to proceed, you must complete the payment process online at this time or you will be dropped from your classes.
A new window will open. Fill in the information and click **Continue** and then **Confirm** when done.
After your payment is processed, the payment window will close and take you back to the online registration site where an invoice showing all classes, the program charge, and your payment will appear.

Print this receipt for your records. Use the scroll bar to see all information on your screen.

Click Go back home to close this invoice/receipt and return to the home page.
The registration and payment process has now ended. You can search for more courses to add to your schedule at this time. Or, you can click **Sign Out** to log off the system.

Thank you for using the new register online system! Now you have successfully registered for a noncredit course online.

If for any reason you need to drop your class, please call our office and this can be handled over the phone.

**QUESTIONS?** Call our office at **585-345-6868** during regular business hours with questions about online registration. We will be happy to help!