

Online Registration Step-by-step Instructions

CEAA 40100-40500 Animal Assisted Therapy – Module 1-5

The process will take about 3-5 minutes. If you need assistance, please call 248-370-3177. We can help walk you through the registration process if needed.

System Requirements:

Our Registration system works best with Microsoft Internet Explorer 8.0 or Mozilla Firefox 3.6 or higher and a current version of Adobe Flash Player. JavaScript must be enabled.

The Registration system is a demand payment system meaning payment is due at the time of registration. You can register for one module at a time and therefore you will only have to pay for one module as a time. If you register for multiple modules, you will have to pay for all the modules you have registered for.

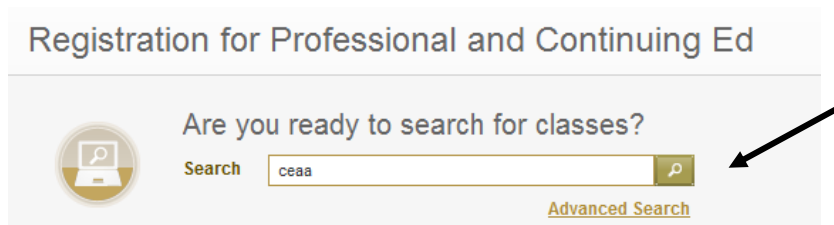
For students outside the US: The Registration system requires your computer to be set to a western time zone.

- From the Start menu, click on Control Panel.
- Double-click the Date and Time.
- A Date and Time window will appear, select Change time zone.
- From the Time Zone Settings window, select a western time zone from the drop-down menu.

1. Go to the Registration Page: Type <http://www.oakland.edu/pace/register> in your browser window. This step will bring you to OU's PACE website. Click on the REGISTER NOW button on the right side.



This step brings you to the "Registration for Professional and Continuing Ed" page. In the search box, type "ceaa", the course code for Animal Assisted Therapy courses.



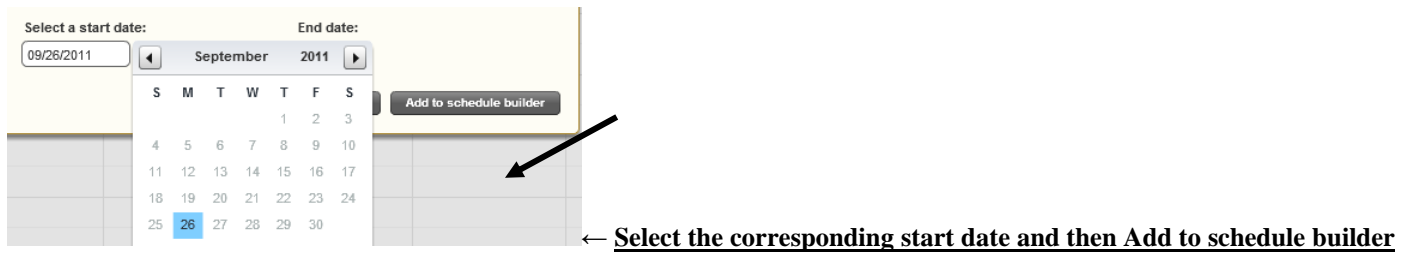
Click the magnifying glass button  to begin the course search.

COURSE NUMBERS AND TITLES

- CEAA 40100 Introduction to Animal Assisted Therapy (Module 1)
- CEAA 40200 Psychology of Animal Assisted Therapy (Module 2)
- CEAA 40300 Animal Assisted Therapy with Special Populations (Module 3)
- CEAA 40400 Animal Assisted Therapy: Working with Animals (Module 4)
- CEAA 40500 Animal Assisted Therapy Capstone (Module 5)

2. Pick your Desired Course: The search results will show the available course numbers and titles on the left side of the page; for example **CEAA 40100 Introduction Animal Assisted Therapy**. To read more about a course and specific class details, place your mouse pointer on the course and click the magnifying glass. **When you are ready to add the course to your schedule, click the plus (+) sign.**

3. Select Start Date: After adding a course to your schedule, students will be prompted to select a start date. The required start date will be the only active number in the pop-up window. Select that date, and then to continue, click “**Add to Schedule Builder**”.



4. Make it Final: The course(s) you have selected will now appear in your schedule on the screen. On the bottom right corner of the screen, click “**Register**”. All students will then be prompted to sign-in.

Returning Oakland University students can enter their Grizzly ID (GID) and 6-digit PIN (If you have forgotten yours, please call us at (248) 370-3177 for assistance.)

New students will now be able to create an account to complete the registration process. After new students submit the required personal information, an account will be created for them. New students will receive a Grizzly ID number (G #) and further instructions on how to log-in to complete registration. The captured image of this step is given below.

Sign in or Create a New Account

New Student?
New to OU PACE? Create your account now to complete the registration process.
Create New Account

Sign In
Sign in to see your registration eligibility and manage your registration.
*GrizzlyID (or NetID):

*Grizzly PIN (or NetID Password):

Cancel **Sign In**

5. Proceed to Payment: From here you will be able view the status of your selection. On the bottom right corner of the screen, click “**Proceed to Payment.**” On the **PAYMENT OPTION** screen click “**Online Payment**” and then “**Continue.**” Review the Online Payment instructions and click “**Submit Payment.**” If you do not receive the payment information window, your web browser might be blocking this pop-up. Permit your web browser to allow pop-ups and continue.

6. Payment Information: Follow the prompts to enter your payment information. When the payment information window is on **Payment Receipt**, print this payment receipt for your records. A Flexible Registration pop-up will appear. Close the tab for “**Flexible Registration/Payment Information**”, this will return you to the registration system’s **FINAL INVOICE** window. Print the Final Invoice as proof of registration. Information about books, etc. will be sent via email.

Questions with registration - please contact:
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