

COMBINE 2014 Registration Instruction

The COMBINE 2014 registration is hosted by the USC Course Registration website. Therefore, you only need to answer the required (*) information. Just follow this instruction, and it probably takes 5-10 minutes to complete the registration.

1. Go to the following link to register:

<http://cecourses.usc.edu/search/publicCourseSearchDetails.do?method=load&courseId=777474>

2. Click the "Add to Cart" button (red circle)

The screenshot shows the USC Continuing Education website. At the top right is the USC University of Southern California logo and a "My Cart" icon. The navigation menu includes HOME, ABOUT, AREAS OF STUDY, COURSES, REQUEST INFORMATION, FAQ, and CONTACT US. On the left, there are links for "Student Login / Create Account", "Search For:" (Courses, Certificates), and "CONTACT US" with the address: USC Continuing Education and Summer Programs, 3415 South Figueroa Street, Suite 107, Los Angeles, CA 90089-0874, (213) 821-5699. A "Join our mailing list" link is also present. The main content area displays "CED 0711 COMBINE 2014" with options to "Email this information to yourself or a friend" and "Remind me of this course at a later date". A "Print Version" button and a "search again" link are also visible. Below this is the "Course Details" section, which describes the "Computational Modeling in Biology" Network (COMBINE) and lists the event dates as August 18-22, 2014. The "Course Fee(s)" section shows a "Conference Fee non-credit \$120.00". A "Section Note(s)" section provides a note about attending day 1 and a link to a survey. At the bottom, it provides contact information for Pauline Martinez. The "Sections" section lists "CED 0711 - 001 COMBINE 2014" with an "Add to Cart" button circled in red and a "Status: Available" indicator.

3. On the next page, click “Continue Checkout”

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Student Login / Create Account

Search For:
• Courses
• Certificates

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Checkout

Shopping Cart Profile Applications Payment Receipt

Enrollment Information

Enrollment Options	Cost	Adjust.	Tax	Subtotal
• Conference Fee	\$120.00			\$120.00
CART TOTAL: (USD)				\$120.00

Update

Keep Shopping

Remove Item

Continue Checkout

4. On the next page, check the “New User” radial button (blue arrow), and then enter your email address. When you come back again, you can check the “Current User” button with the password you created during the initial registration.

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Login

Please select one of the following options:


Current User
Email
Address
Password Case sensitive.
Forgot Password

New User
A password will be emailed to you on completion of this transaction.
Please enter your primary email address to continue.
Email


Join our mailing list


Continue Checkout

5. The next page asks for a lot of information. You only need to fill out the required fields (with the red asterisk). They are the User Information, Personal Information and Contact Information. You can ignore the rest.



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Profile

Required fields are marked with an asterisk (*)

User Information

Password* Retype new password*

***** *****

Your password must be a minimum of seven (7) characters and contain both alpha and numeric characters.

Personal Information

Last Name * First Name * Middle Name Salutation Suffix

MI Huaiyu ↓ ↓

Name to Appear in Print Name Tag Name Other Names on Record (if any)

_____ _____ _____

Gender

M F

Contact Information

Address *

Preferred	Type *	Address 1 or Business Name *	Address (line two)
<input checked="" type="radio"/>	Office ↓	1450 Biggy Street	_____
	City *	State/Province *	Other State
	Los Angeles	CA ↓	_____
	Country *	Zip/Postal *	
	United States ↓	_____	<input type="button" value="Delete"/>

Telephone / Fax *

Please include international dialing information in the area code field if applicable.

Preferred	Type	Area	Number*	Ext.
<input checked="" type="radio"/>	Office ↓	323	442	7994

Email Address *

Preferred	Email Address*
<input checked="" type="radio"/>	huaiyumi@usc.edu

5. (continued) Scroll down the page and enter initials in the Privacy Policies section. Click the Continue Checkout button.

Privacy Policies

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student records. USC Continuing Education must have your explicit permission to release your contact information.

Your Employer/Affiliation(s) listed above allow you to choose to have your employer/group billed or to avail of membership discounts (when applicable) when you enroll for courses. This choice will be presented to you each time you enroll.

Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:

HM

* I understand that USC Continuing Education abides by FERPA regulations and will not release my student information unless I expressly give USC Continuing Education permission to do so.

HM

*

I understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

USC Continuing Education will release to the appropriate company or group the following enrollment details: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s) and fees due.

6. The next page contains COMBINE specific questions. Please fill out all of them. Please check the Policy Confirmation checkbox, and the click Continue Checkout.

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USC STUDENT VIEW

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- My Account History
- Forms and Policies
- Special Requests
- Help

Log Out

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- Courses
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Shopping Cart Item(s)

Enrollment Information

CED 0711 - 001 COMBINE 2014				
Enrollment Options	Cost	Adjust.	Tax	Subtotal
Conference Fee	\$120.00			\$120.00
CART TOTAL: (USD)				\$120.00

Questionnaire

Please respond to the following questions based on the items selected in this transaction

Please list the title of your research project: *

Please list the website for your project.

Will you be attending the conference reception on Monday, August 18th?

yes
 no

Will you be attending the conference dinner on Tuesday, August 19th?

yes
 no

Select food preference:

non-vegetarian
 vegetarian
 gluten-free

Thanks to the NSF, the organizers have special funding to support the attendance of underrepresented groups. According to the NSF definition, the underrepresented groups include (1) women, (2) minority*, (3) people with disabilities. We can seek to provide limited travel funding based on need, up to the limit of our designated funding. If you belong to one of the three groups, and would like to receive travel support, please check the box below accordingly. *NSF minority definition: Ethnic groups that are significantly underrepresented at advanced levels of engineering and science, i.e., African American, Hispanics, Native Americans, Alaskan Natives, and Native Pacific Islanders.

Yes, I would like to receive travel support

Policy Confirmation *

I have read and understand the Registration Policies and approve charging the above indicated amount on my credit card.

Keep Shopping
Continue Checkout

7. The next page will allow you to enter your credit card information for the registration fee. Click the Process button.

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Shopping Cart Profile Applications **Payment** Receipt

Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete.

SALE

Order Section

Credit Card Number: *

Expiration Date(MMY): *

Amount: 120.00 *

CVV 3 digit code: *

Card Holder First Name: Huaiyu

Card Holder Last Name: Mi

Process

8. The next page allows you to print your receipt. A receipt will also be emailed to you.

You are done!!!