Continuing Education – Online Registration Using Instant Enrollment

Instant Enrollment is a direct web interface with Durham Tech’s student information system. It allows new and returning continuing education (non-credit) students to register, pay for classes, and drop classes online.

Important notes:

- Credit card or check payment is due at the time of online registration for CE courses.
- Students who have previously enrolled in credit or noncredit courses at Durham Tech must log-in to WebAdvisor prior to attempting to register to ensure correct processing and billing.
- New students who are eligible for fee waivers must contact the Continuing Education Office at 919-536-7222 prior to registration via Instant Enrollment. Otherwise, payment will be required.
- Students cannot update addresses, phone numbers, or other personal information using WebAdvisor. Contact the continuing education office at 919-536-7222 to verify contact information and ensure the timely delivery of registration confirmation and receipts.

To use Instant Enrollment, navigate to https://webadvisor.durhamtech.edu

1) If you have previously enrolled in courses at Durham Tech, click Log In, and enter your username and password.
2) If you are a new student or a returning student who has already logged in, click on the green Continuing Education bar.
3) Click Register and Pay for Continuing Education Courses.
4) Search for courses. A complete schedule is located at http://www.durhamtech.edu/continuinged/index.htm Use this link to identify the course number for your selected class. Enter all or part of the course number (e.g. 45160, CSP, CSP-4000M, or CSP-4000M-45161) in the “Course Code Number” search box.

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5) Check the select box for your chosen course and click submit at the bottom of the page.

6) New students will be asked to enter demographic information. Returning students who are logged in will be asked to select reason for taking the course. Once this information is submitted, students will be taken to the payment screen.

7) Select “Register now” and payment method.
8) Student will be redirected to secure Official Payments site to enter payment information. Upon receipt of payment, student will receive acknowledgement form and email. Any questions related to Instant Enrollment registration should be directed to the Continuing Education office at 919-536-7222.