

## C4MGP and CMSI How to Enroll in Courses

### **Step 1 — Create Your Student Profile on OCE's Website**

(If you have previously enrolled in courses through our Office, please skip to Step 2.)

To create a student profile on our new website, please go to [www.oce.uic.edu](http://www.oce.uic.edu).

In the yellow box on the left hand side of the screen – above the Service Center – you will see “New User?” and a link, “Sign up here”. Click on the link, “Sign up here,” and create your student profile as instructed. When you have submitted your profile, you will receive an email with your username and password. With this username and password, you will have access to your own personalized version of OCE's website in the future.

### **Step 2 — Contact OCE**

Contact the Office of Continuing Education to let us know you have created a profile, and provide the following information:

- Your Name
- Your email address
- The rubric and course number of the class that you intend to enroll in

You can email this information to OCE at [oce@uic.edu](mailto:oce@uic.edu) or you can call OCE at (312) 996-8025.

Once we verify your eligibility for funding and assign you to the closed program, we will send you an email to let you know that you can go ahead and enroll in the course(s) of your choice.

Once you receive the email letting you know that you can go ahead and enroll, your username and password will authorize you to enroll in courses on OCE's website for as long as you take coursework in the program.