

GUIDE ON HOW TO REGISTER FOR COURSES

* Please note that some screen graphics show previous years; however, the steps are accurate.

Go to www.seniorcollege.ca and the following page appears.

The Registration Date is first Wednesday of September at 9:00 am

The screenshot shows the homepage of the Seniors College of PEI. At the top is a green navigation bar with links: Home, About Us, Membership, Courses, News, and a Facebook icon. Below the navigation bar, the page is divided into two main sections. On the left, under the heading 'Welcome', there is a paragraph about learning opportunities for adults 50 and over, and another paragraph about membership benefits from October to May. On the right, under the heading 'News', there is a featured article titled 'Audiology PEI renews its Bronze Sponsorship' dated May 28, 2026, with a 'READ MORE' link. Below the 'Welcome' section, there is a 'Login Course Registration System' box. It contains fields for 'Username or Email Address' and 'Password', a 'Forgot Password?' link, and 'Sign In' and 'Create My Account' buttons. Below the login box, there is a link for 'Are you a Facilitator? Log In Here!' and a button to 'Learn about becoming a member, benefits and more!'. To the right of the login box, there is a graphic with the text 'See For Yourself!' and an illustration of a person at a computer. Below this graphic, it says 'Amazing courses available to Seniors College members this season.' and a large orange button that says 'View 2026-2027 Courses'.

Returning Member: Key in your email address and your password in the entry boxes and click the **Sign In** button. Always using the same email will enable you to keep track of courses from year to year.

If you have forgotten your password, click on **Forgot Password?** Link and follow the instructions. Your temporary password will be emailed to you with instructions for resetting your password.

Note: you can view the courses without having to sign in by clicking on **View 20xx-20xx Courses** icon on the front page.

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New Member: Click the **Create My Account** button and follow the instructions.

After signing in, the following **Member Home Page** will appear. Pay your annual Seniors College membership fee by clicking on Account Status and follow the steps.

The screenshot shows the Seniors College Member Home Page for Wilma Flintstone. The page has a green header with navigation links: HOME, COURSES, NEWS, MY ACCOUNT, and HELP. Below the header, there's a welcome message and links for My Courses, Account Status, and Log Out. A red banner at the top right says "Click here to complete your yearly membership payment!".

Key features and annotations on the page include:

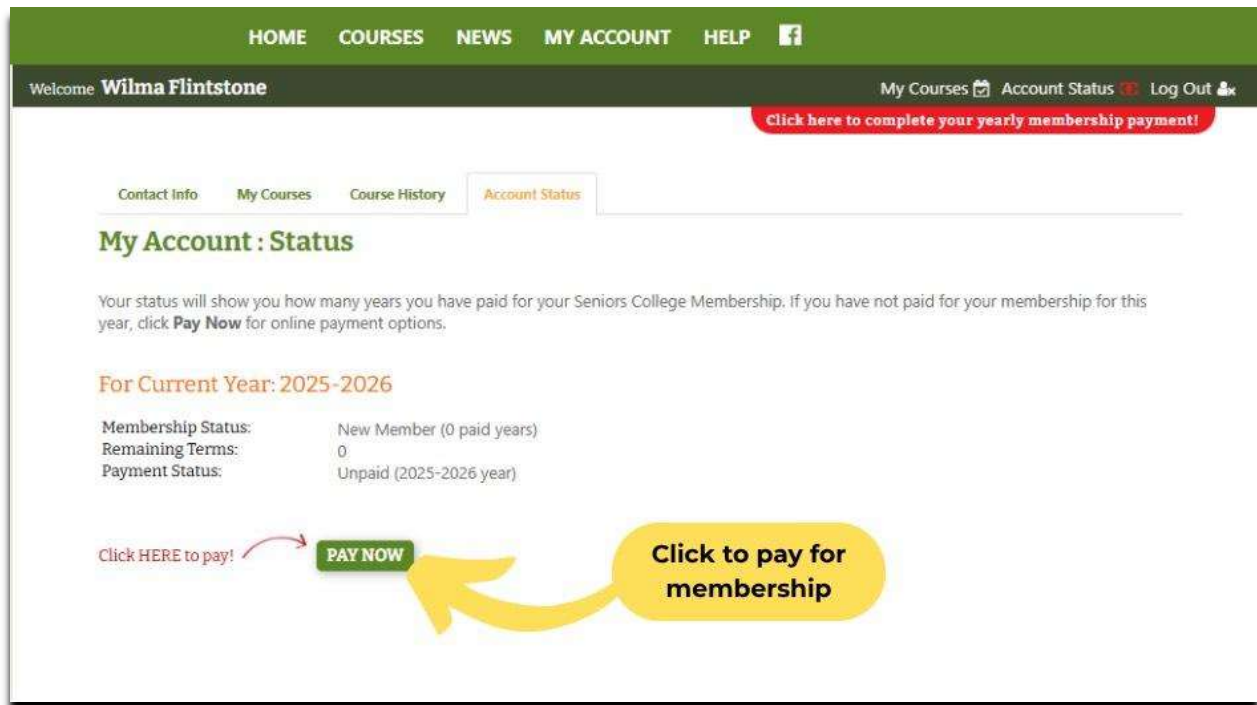
- Registration Information:** Year: 2025-2026, Open Date: Wednesday September 3, 2025, Time: 09:00 AM. A yellow arrow points to the "View the Course Calendar" link.
- Announcement:** Seniors College Program C currently planning courses for the 2025-2026 college. College 2025-2026 courses early August. A yellow callout bubble says "Pay membership before registration date" with an arrow pointing to the Account Status link.
- My Account Section:** Includes "My Status" (Current Year, Payment Status: Unpaid, Remaining Terms: 0) and "My Course List" (You are not registered for any current courses). A yellow callout bubble says "View and register courses by day of the week" with an arrow pointing to the "View the Course Calendar" link.
- What's New At Seniors College:** A section titled "Save the Date! Registration OPENS Sept 3 @ 9 am!" with details about the registration date and time.
- Get To Know Our Facilitators:** A section featuring a photo of Julia Purcell and a brief biography.

Important Tip: Pay your membership before the registration date to speed up registration because some courses fill quickly when registration Opens.

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Pay Membership



Annual Membership of \$170 permits members to register for multiple courses in the upcoming Fall, Winter, and Spring terms.

After clicking **Pay Now**, the next page is displayed.

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Courses: Membership Payment

Choose your payment method for your Seniors College annual membership fee and click **Submit**.

Select your payment method:

☐ e-Transfer/Cheque ☐ Credit Card

Submit

Click if paying by e-transfer or cheque. Then, click submit.

Paying by e-Transfer or Cheque?

e-Transfer payment should be sent to:

seniorscollege@upepei.ca

See detailed instructions for e-Transfer in HELP 'What are my payment options?'

Cheques are payable to Seniors College of PEI and mailed to:

**Seniors College of PEI
550 University Ave
Charlottetown, PEI
C1A 4P3**

Your registrations for selected courses will be reserved for 10 days. If your e-Transfer or cheque is not received within 10 days, your registrations will be cancelled.

Your account status on your Seniors College of PEI account will be updated to **Paid** on the **My Account: Account Status** page.

Paying By Credit Card?

Once you click **Submit**, you will be redirected to the Secure PayPal website. If you have a PayPal account with the credit card you plan to use, you must log into your PayPal account. If you do not have a PayPal account nor want to create one, click **Don't Have a PayPal account** on the right and follow the instructions.

Be sure to complete all the steps and then click **Return to Seniors College site** to register for your courses.

Your account status on your Seniors College of PEI account will be updated to **Paid** on the **My Account: Account Status** page.

- **E-Transfer/Cheques must be sent to the above addresses within 10 days or your account will be cancelled.**
- **Paying by e-Transfer/Cheque:** Important to select **e-Transfer/Cheque** payment method to set your account to 'Paid -payment pending' and permit you to register before payment is received by Seniors College.
- **Instructions** will be emailed to you on how to make your membership payment after you click the **Submit** button.
- **Remember to include your member name on e-Transfer/cheque information line.**
- **Paying by credit card:** Important to select **Credit Card** payment method and click the **Submit** button. A new window from PayPal will open. See below for additional information.

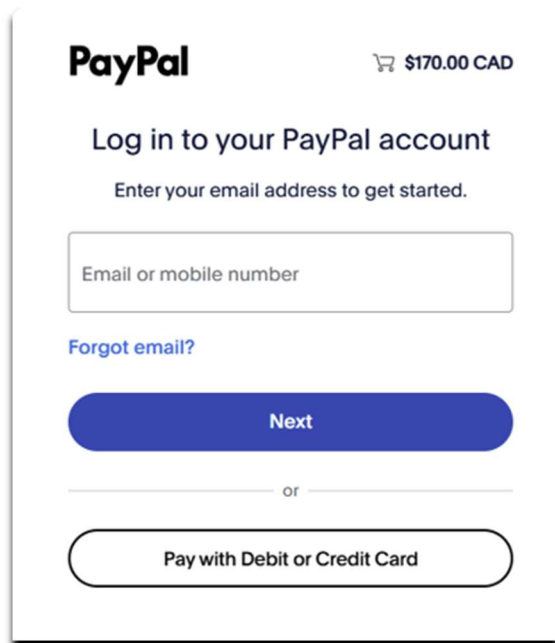
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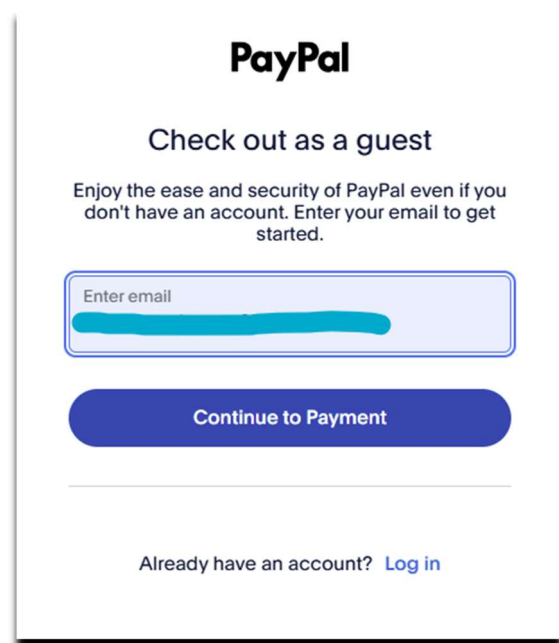
PayPal Information

You can **log in** to your PayPal account **OR** choose the option to **Pay with Debit or Credit Card** if do not have an account or do not want to create an account.

You will need to enter your email address when you check out as a guest to get your receipt.



The image shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "\$170.00 CAD". The main heading is "Log in to your PayPal account", followed by the instruction "Enter your email address to get started." Below this is a text input field labeled "Email or mobile number". A link "Forgot email?" is positioned below the input field. A large blue button labeled "Next" is centered below the link. At the bottom, there is a horizontal line with the word "or" in the center, and below that, a rounded rectangular button labeled "Pay with Debit or Credit Card".



The image shows the PayPal guest checkout interface. At the top is the PayPal logo. The main heading is "Check out as a guest", followed by the instruction "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started." Below this is a text input field labeled "Enter email" with a blue highlight. A large blue button labeled "Continue to Payment" is centered below the input field. At the bottom, there is a horizontal line, and below that, the text "Already have an account? [Log in](#)".

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My Account: Status

HOME COURSES NEWS MY ACCOUNT HELP

Welcome Wilma Flintstone My Courses Account Status Log Out

Your e-Transfer/cheque has not yet been received. Membership payment awaiting confirmation.

Contact Info My Courses Course History Account Status

My Account : Status

Your status will show you how many years you have paid for your membership. If you have not paid for your membership for this year, click **Pay Now** for online payment options.

For Current Year: 2025-2026

Membership Status:	New Member (1 paid year)
Remaining Terms:	3
Payment Status:	Paid (2025-2026 year)

Your Cheque/e-Transfer Payment Has Not Yet Been Received.

My Courses

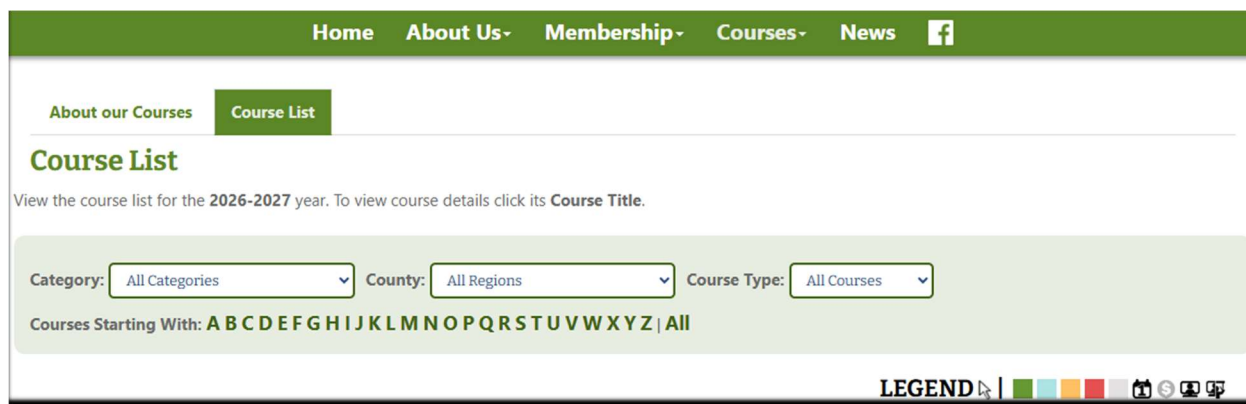
Red line will remain until Seniors College receives your cheque/e-transfer.

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Course List Legend – New Icons

In addition to *One Day Course* and *Additional Cost* icons, two new icons in Legend identify *Online* and *Hybrid* courses.



Course is presented Online this term:



Course is presented Online and In Person this term:



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View Courses by **Course List** (alphabetically) or **Course Calendar** (day of the week). Both options can be filtered by Category and County.

The screenshot shows the 'Course List' tab selected. At the top, there are filters for County (set to 'All Counties') and Course Type (set to 'All Courses'). A yellow callout bubble points to the 'Click to view course information' link next to a course title. Another yellow callout bubble points to the 'Registration is not open yet' status in the course calendar. The course list table below shows various courses with their status for different semesters.

County	Course Title	Category	Fall	Winter	Spring
Kings	A Course of Chakras	Skills and Activities			NOT OPEN YET
Queens	A Guide to Thrifting & Gifting	Skills and Activities	NOT OPEN YET November 3		
Queens	Age Related Planning - Recorded Video Series	Online			
Queens	Art Gallery Tour and Ways of Looking at Art	The Arts and Literature	NOT OPEN YET October 16	NOT OPEN YET January 22	NOT OPEN YET April 16
Queens	Back: Suites and Partitas for Keyboard	The Arts and Literature	NOT OPEN YET October 6		

Registration opens on first Wednesday of September at 9:00 am.

Not Open Yet course status will change to **Open**  Click on it to **Register** for each of the courses you want. You will need to refresh your browser at 9:00 am to see the changed status.

Tip: Plan ahead! Decide which courses you wish to attend – and register for your favourite courses first. Some courses fill quickly on registration day.

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Members can Register for courses from **Course List** or **Course Calendar**

Course List

Course List ⓘ

View the course list for the 2025-2026 year. To view course details click its **Course Title**. To register for a course click the button.

Category: County: Course Type:

Courses Starting With: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All**

LEGEND ⓘ |

< **1** 2 3 4 >

County	Course Title	Category	Fall	Winter	Spring
Queens	Action Plan on Climate Change ⓘ	Computers and Science	OPEN ⓘ November 3	OPEN ⓘ January 12	
Queens	Advanced Astronomy ⓘ	Computers and Science	OPEN ⓘ 		
Queens	Afternoon with PEI Spoon Guy ⓘ	Skills and Activities	OPEN ⓘ October 10		OPEN ⓘ March 27
Prince	All About Meteorology ⓘ	Computers and Science	OPEN ⓘ 		
Kings	Amazing Eight Operas in Eight Weeks ⓘ	The Arts and Literature	OPEN ⓘ 		OPEN ⓘ
Prince	Anatomy of a Mosquito ⓘ	Computers and Science	OPEN ⓘ 	OPEN ⓘ 	OPEN ⓘ
Kings	Beginner Skipping Rope for Seniors ⓘ	Skills and Activities	OPEN ⓘ 		
Kings	Beginner Step Dancing ⓘ	Skills and Activities	OPEN ⓘ 		

View courses by Category, Region (County), or Courses Starting With: first letter of Course Title.

Click Course Title to View course information.

Click on **OPEN** icon to Register.

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Course Calendar

Course Calendar

The following is a list of courses available in the **2025-2026** year. To view course details click it's **Course Title**. To add a register for a course click the  button.

Category: All Categories

County: All Counties

Course Type: All Courses

Courses Starting With: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All**

LEGEND  | **P** **Q** **K**       

Fall

Winter

Spring

Fall Term (September 1 2025 - November 29 2025)

	Morning	Afternoon
Sun		
Mon	Q 9:00 -11:00 Action Plan on Climate Change  Q 9:00 -11:00 Behind the Scenes at the Olympics 	K 6:00 -8:00 Beginner Step Dancing 
Tue	P 9:00 -11:00 Anatomy of a Mosquito 	Q 6:00 -8:00 Beginner Tuba 
Wed	Q 9:00 -11:00 Advanced Astronomy 	
Thu		P 1:30 -3:30 All About Meteorology 
Fri		K 1:30 -3:30 Beginner Skipping Rope for Seniors  Q 1:00 -3:00 Afternoon with PEI Spoon Guy 
Sat		K 1:00 -3:00 Amazing Eight Operas in Eight Weeks 

Click Course Title to View course information.

Click **[+]** icon to Register.

When a course has reached its capacity, you can choose to be added to the Wait List.

The registration process is designed to prevent you from selecting a course that will result in a scheduling conflict with any course that you have already registered for or you are on a wait list.

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Click **Yes** to continue to Register for course. Click **No** to cancel.

The screenshot shows the 'Course Calendar' page. At the top, there's a header with the title and an info icon. Below it, a paragraph explains that the list shows courses for the 2025-2026 year and provides instructions on how to view details or register. A filter bar allows users to select by Category (All Categories), County (All Counties), and Course Type (All Courses). Below the filter bar, there's a section for 'Courses Starting With' followed by a list of letters. A 'LEGEND' section shows icons for different course types. The main content area is divided into 'Fall' and 'Winter' terms, with 'Fall Term' (September 1 2025 - November) selected. A grid of courses is displayed, with columns for the day of the week, time, course title, and a 'Register' icon. A modal window titled 'Register for Course' is open, asking 'Are you sure you want to register? Advanced Astronomy - Fall Term (Wed 9:00 AM - 11:00 AM, Oct 1 - Oct 29)' with 'Yes' and 'No' buttons.

Course Calendar ⓘ

The following is a list of courses available in the 2025-2026 year. To view course details click it's **Course Title**. To add a register for a course click the button.

Category: County: Course Type:

Courses Starting With: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A L**

LEGEND ⓘ | P Q K

Fall **Winter**

Fall Term (September 1 2025 - November)

Morning

Day	Time	Course Title	Register
Sun			
Mon	Q 9:00 - 11:00	Action Plan on Climate Change	
Mon	Q 9:00 - 11:00	Behind the Scenes at the Olympics	
Tue	P 9:00 - 11:00	Anatomy of a Mosquito	
Wed	Q 9:00 - 11:00	Advanced Astronomy	
Thu			
Fri			
Sat			
Sun			
Mon	K 6:00 - 8:00	Beginner Step Dancing	
Tue	Q 6:00 - 8:00	Beginner Tuba	
Wed			
Thu	P 1:30 - 3:30	All About Meteorology	

To view, print or cancel your courses, go to My Account, My Courses

The screenshot shows the 'My Account: Courses' page. At the top, there's a navigation bar with 'Contact Info', 'My Courses', 'Course History', and 'Account Status'. Below the navigation bar, the title 'My Account: Courses' is displayed. A paragraph explains that users can view their registration and waiting lists, click 'Print Courses' for a paper copy, and click on a 'Cancel' icon to remove a course from the Registration List or the Waiting List. A section for 'For Current Year: 2025-2026' has a 'Print Courses' button. Below this, the 'Registration List' is shown as a table with columns for Region, Term, Course Title, Dates, Days, Times, Location, Attendance, and Cancel. The table lists four courses: Advanced Astronomy (Fall, Queens County), Beginner Step Dancing (Fall, Kings County), Action Plan on Climate Change (Fall, Queens County), and Anatomy of a Mosquito (Winter, Prince County). Each course has a 'Cancel' icon in the 'Cancel' column. Below the table, the 'Waiting List' section shows a message: 'You are not on the waiting list for any current courses.'

Contact Info **My Courses** **Course History** **Account Status**

My Account: Courses

View your registration and waiting lists here. Click **Print Courses** for a paper copy of your course details. Your wait list position is displayed in the **WL #** column. Click on to Cancel a course on the **Registration List** or on the **Waiting List**.

For Current Year: 2025-2026 **Print Courses**

Registration List:

Region	Term	Course Title	Dates	Days	Times	Location	Attendance	Cancel
Queens County	Fall	Advanced Astronomy	10/1/2025 - 10/29/2025	Wednesday	9:00 AM - 11:00 AM	Bar 1911	1	
Kings County	Fall	Beginner Step Dancing	10/6/2025 - 10/27/2025	Monday	6:00 PM - 8:00 PM		1	
Queens County	Fall	Action Plan on Climate Change	11/3/2025 - 11/3/2025	Monday	9:00 AM - 11:00 AM	Fort Augustus Rec Centre	1	
Prince County	Winter	Anatomy of a Mosquito	1/6/2026 - 1/27/2026	Tuesday	9:00 AM - 11:00 AM		1	

Waiting List:

You are not on the waiting list for any current courses.

Click **Cancel** icon to remove the course from your Registration List or Wait List.

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View Account Status and My Course List on Member Home Page

My Account

My Status

Current Year: 2025-2026

Payment Status: Paid

Remaining Terms: 3

Visit **Account Status** for more information.

Course List Wait List

My Course List

Fall	Advanced Astronomy
Fall	Beginner Step Dancing
Fall	Action Plan on Climate Change
Winter	Anatomy of a Mosquito
Spring	Afternoon with PEI Spoon Guy

What's New At Seniors College

Courses added for 2025-2026
August 07, 2025
New and exciting courses have been added for the 2025-2026 college year!**READ MORE**

Check Out Our Courses

Action Plan on Climate Change
Queens County | Computers and Science | Facilitated by: Todd Dupuis
 Canada's climate is warming rapidly and faster than the global average. PEI is particularly vulnerable to climate change given it is a coastal jurisdiction. The Government of Prince Edward Island has developed a ...**READ MORE**

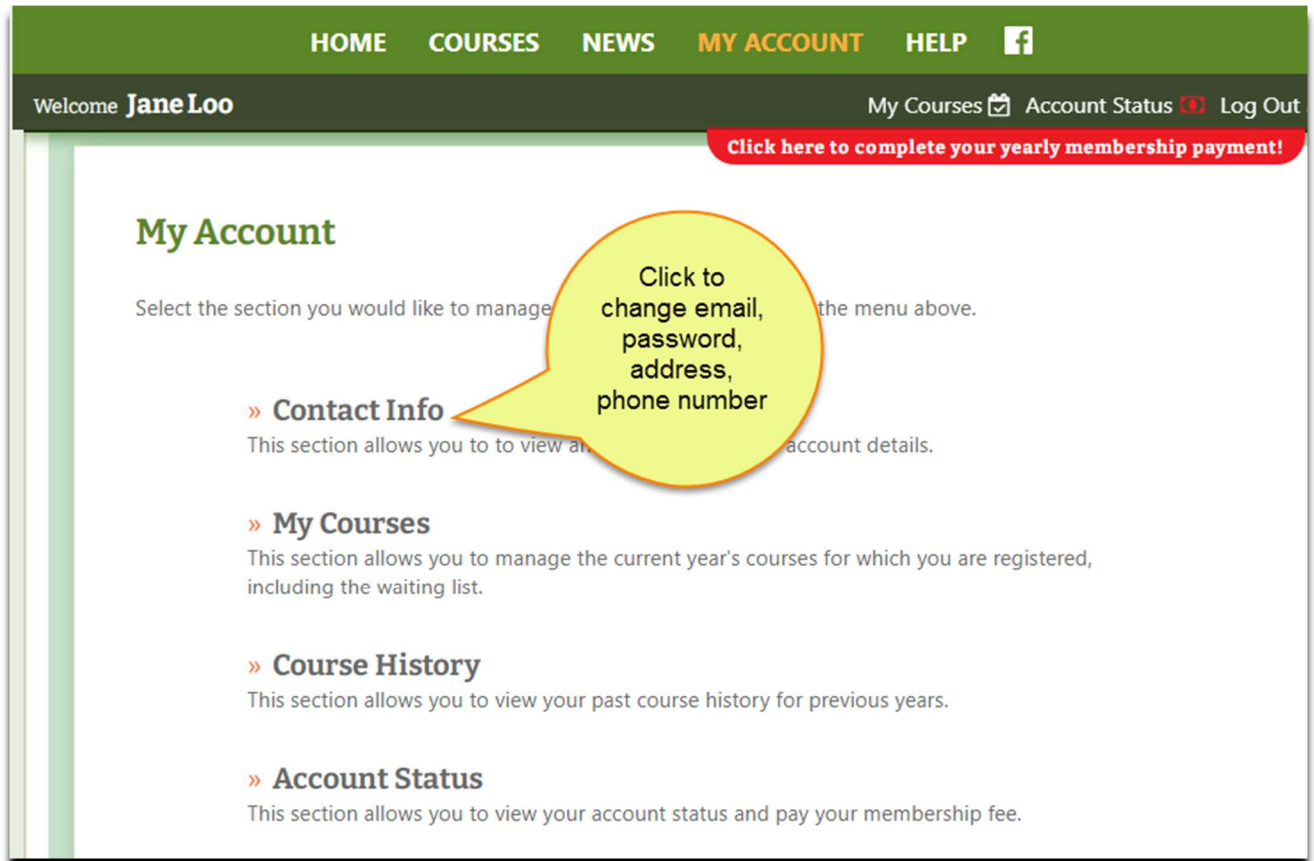
Get To Know Our Facilitators

 **Winston Maund**
Professional Photographer for 30+ years. Taught community school for 25 years. **READ MORE**

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Change your password, email address or any information in your account by clicking My Account/Contact Info. **It is important that your email address is up to date to receive information from Seniors College.**



Click on **Log Out** when you are finished.