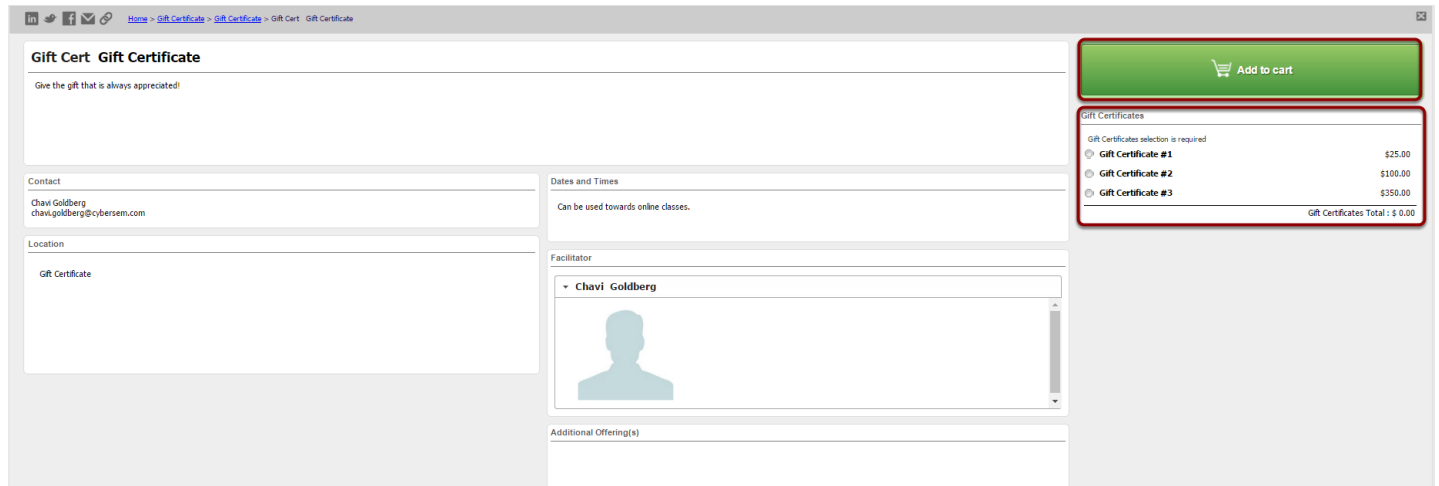


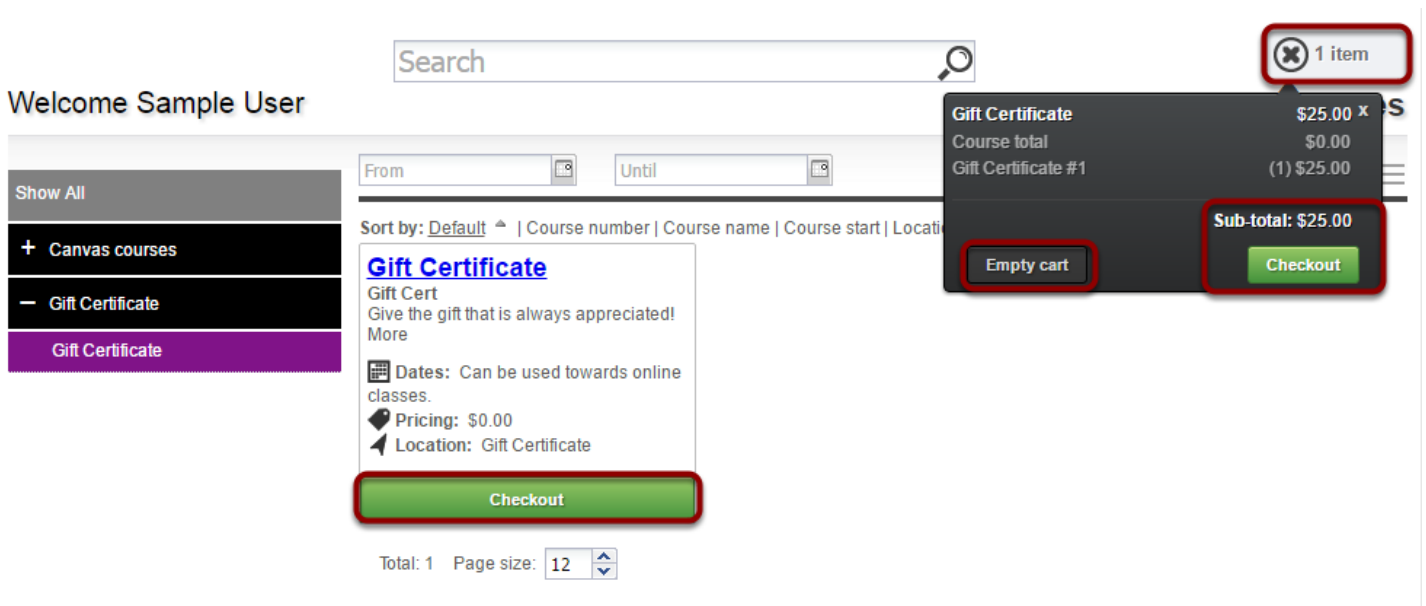
How Do I Purchase a CyberSem Gift Certificate

This lesson will show you how to purchase a gift certificate.

1) Select the dollar amount of the gift certificate you want to purchase and click 'Add to Cart'



2) Click 'Checkout' if you are done, or open the cart to check or remove the gift certificate



3) If you don't have an account, click 'Create Account'. Otherwise, log in with your username and password

Welcome Visitor

The screenshot shows a user interface for logging in or creating an account. At the top, there is a progress bar with four steps: 1. Log in/ Create Account (highlighted), 2. Review, 3. Payments, and 4. Receipt & Confirmation. Below the progress bar, the page is divided into two columns. The left column is titled "Please login below" and contains a "Username" field, a "Password" field, a "Forgot your username or password?" link, and radio buttons for "Participant" (selected) and "Facilitator". A "Login" button is at the bottom of this column. The right column contains the text "If you are a new user, click register to create a new account." and a "Create account" button.

You need to have an account to purchase a gift certificate.

4) Enter -Your- information into the fields and click 'Agree and Create Account'

Please enter information required.

Student Information	Educational History
First Name * : <input type="text"/>	High School Attended/Year of Graduation: <input type="text"/>
Last Name * : <input type="text"/>	Undergrad College (if any)/Year of Graduation: <input type="text"/>
Email Address * : <input type="text"/>	Graduate School (if any)/Year of Graduation: <input type="text"/>
Confirm Email Address * : <input type="text"/>	Affiliation: <input type="text" value="Select only from the list"/>
Username * : <input type="text"/>	
Password * : <input type="password" value="*****"/>	
Confirm Password * : <input type="password" value="*****"/>	
Address 1 * : <input type="text"/>	
Address 2: <input type="text"/>	
City * : <input type="text"/>	
State/Province * : <input type="text"/>	
Zip/Postal Code * : <input type="text"/>	
Country * : <input type="text" value="Select only from the list"/>	

Refund Policy

[Completing Assignments](#)

All assignments are to be submitted electronically through Canvas, CyberSem's Learning Management System, unless otherwise instructed. Assignments are due on the dates posted by the instructor on the syllabus; at the instructor's discretion, a short grace period may be extended. Students will lose points for late assignments; assignments will not be accepted at all if they are more than one week late.

All written work must conform to APA (American Psychological Association) style.

Incomplete Policy and Withdrawal Information

Under special circumstances, students may petition for an incomplete. An incomplete will be assigned only if approved by the professor no less than one week prior to the assignment's due date. All incomplete course assignments must be completed within one month.

Students may withdraw from courses no later than the end of the seventh week of the term.

Students who withdraw within the first week of the term will receive a full refund, less the \$50.00 non-refundable registration fee. Refunds of 75%, 50%, and 25% will be given to students who drop a course in the second, third, or fourth week of the term, respectively. No refund will be given to students who withdraw after the fourth week of the term.

Please note that refunds will only be granted if tuition has been paid in full at the time of withdrawal. Students must contact the course instructor by e-mail if they need to drop or withdraw from a course. The amount of the refund will be determined by the date of the first class and the date of the e-mail.

It is the student's responsibility to formally withdraw from a course. Failure to attend class, participate in discussions, turn in assignments, or inform the instructor or staff of intention to withdraw is not considered an official withdrawal and will result in an "F" for the class.

Courses are only permitted for a single user. Course fees are for one user only.

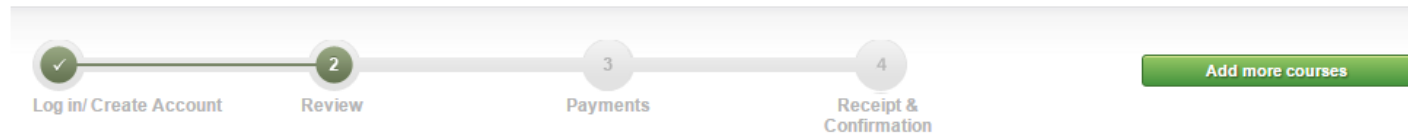
Do you agree to the terms and conditions of our [Refund Policy?](#)

Agree and Create account

The student information needs to belong to you and not the recipient. This ensures the gift certificate and all purchase information goes to you and that the name of the sender is correctly placed on the certificate.

5) Enter the gift certificate recipient's name, confirm that your order is correct, and then click 'Proceed to Payment'

Welcome Sample User



Review your current order

Course Name	Date(s)	Time(s)	Status	Price	
Gift Cert Gift Certificate - 2533			Can be used towards online classes.	\$0.00	<input type="checkbox"/>
Space available: 9998 Wait space: 0					
<input type="text" value="Gift Certificate Recipient Name"/> *					
<input checked="" type="radio"/> Gift Certificate #1				\$25.00	
<input type="radio"/> Gift Certificate #2				\$100.00	
<input type="radio"/> Gift Certificate #3				\$350.00	

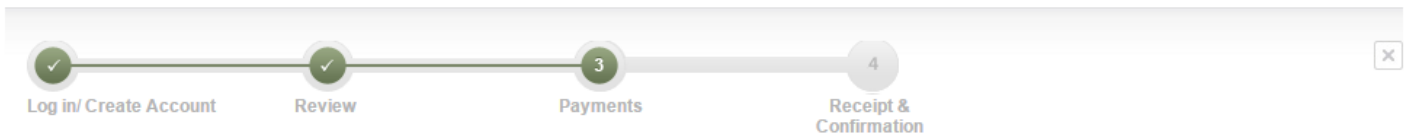
Sub-total: \$25.00

Coupon Code [Apply coupon](#)
Discount: 0
Sales Tax: \$0.00
Total: \$25.00

[Proceed to Payment](#)

6) To pay, click 'Place Order Now'

Welcome Sample User



Payment Amount: \$25.00


For Credit Card Payment, Click "Place Order Now".



You must press the button below to complete registration.

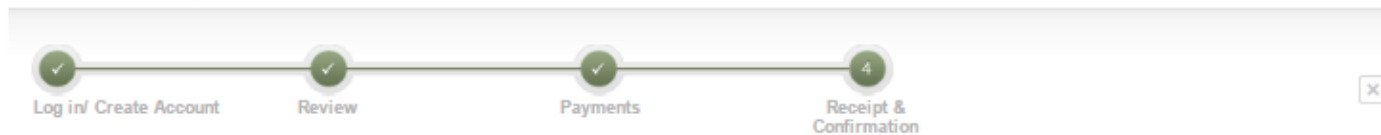
Place Order Now

7) Fill in your credit card information and click 'Pay Now'

Order Information	* Required Fields		
Invoice Number: CT1COFNX7677265			
Description: Course Registration:			
Total: \$25.00 (USD)			
Payment Information			
			
Card Number:	<input type="text"/> * (enter number without spaces or dashes)		
Expiration Date:	<input type="text"/> * (mmyy)		
Card Code:	<input type="text"/> * What's this?		
Billing Information			
First Name:	<input type="text"/> *	Last Name:	<input type="text"/> *
Address:	<input type="text"/> *		
City:	<input type="text"/> *		
State/Province:	<input type="text"/> *	Zip/Postal Code:	<input type="text"/> *
Country:	<input type="text"/>		
Email:	<input type="text"/> *		
Phone:	<input type="text"/>		
<input type="button" value="Pay Now"/>			

8) You have successfully purchased a gift certificate! Your certificate contains a dollar amount coupon code and will be emailed to you so you can email it or print it out.

Welcome Sample User



Thank you for enrolling!

Order Receipt

Participant Information: Sample User 9200 Irvine center dr. Irvine , CA , 92618 trevor@oosiganmeup.com		Enrollment Details: Date: 7/8/2016 Registration number: CJOWHAQG8881442 Username: sample.user		
Order Details		Payment Details: Purchase Order 348345235435354		
Membership		Price		
Course name	Course#	Dates	Status	Price
Chumash: Shelsh Zechiros <i>Selected Credit(s)</i> BA Credits 3	Chumash: Shelsh Zechiros	Online from 9/4/2016 12:01 AM until 12/15/2016 12:01 AM	Enrolled	\$350.00
			Total:	\$350.00
			Discount:	\$0.00
			Total Amount Paid:	\$350.00

[Click here to return to the website](#)

[Print Receipt](#)

[Continue Shopping for Courses](#)

[Back To User Home](#)

You can also print your receipt so you have a record of the purchase.

The certificate contains a coupon code that can be used on courses on CyberSem.