How to Enroll Online

STEP 1

[Register](#) as a student and submit all the required prerequisites. The registration must be approved before you may apply to enroll in courses.

STEP 2

Ensure you have purchased and received the correct [textbook](#) for the course before you enroll. Textbooks are available through our online bookstore.

STEP 3

When you are ready to begin a course, [log in](#) to the student portal. There is a reset link on this page if you have forgotten your password.

Student Log in

Please enter your student ID and password below. You can also use the login bar at the top of the screen at anytime.

Student id*

188008

Password*

....

login

Lost your Student ID or Password?

STEP 4

You will be directed to the [home page](#) of the student portal. Select "Online Enrollment".

Asmita's Student Home

Registration	Coursework	Services
My Profile	Instructor Info	Transcript Requests
Criminal Record Checks	Online Enrollment	Document Downloads
Student Status	My Enrollments	Student Resources
Academic Assessment	Course Extensions	Job Postings
		T2202 Tax Receipts
		Merchandise

STEP 5
Select the course you desire to enroll in, select your preferred payment method, and click "Enroll".

Online Course Enrollment

← Return to student home

Enrollment intake begins on the 1st of every month and continues until the monthly enrollment limit has been reached. If the monthly limit is reached, a notification will be displayed at the top of this web page indicating enrollment is full for the month. Students enrolling late in the month may come across this message, in which case, please return at the beginning of next month, as intake begins again at the start of each month.

NOTE: Pacific Rim has two scheduled closures a year; one two-week closure in the summer and one two-week closure in the winter. Students enrolled in a course during a closure will be granted a free two week extension. Enrollment will be closed during these breaks.

Here are the steps that you must follow in order to enroll in a course. If this is your first time enrolling in a course you may wish to follow our How to Enroll Online tutorial.

1. If you do not already have it, download and install Adobe Reader.
2. Select the course you wish to enroll in and your preferred payment method below, then click "Enroll". Courses should be taken in order, if you are unsure of which course to enroll in, please contact our administrator.
3. Review the selections you have made and click "Confirm".
4. Download and review your enrollment contract, agree to the terms of the contract and click "Digitally Sign Contract"
5. Wait for your enrollment to be approved by a Pacific Rim administrator

Once you have digitally signed your contract you will receive a conformation message and email from the Pacific Rim administrator. Course materials are emailed to the primary email address that you gave us during registration as soon as the course enrollment has been approved. You will also be emailed a copy of your enrollment contract (receipt) once the course is approved.

PAYMENT via CREDIT CARD: If you wish to use a credit card, please choose PayPal as your Payment method. PayPal will give you an option to skip the login and complete the transaction as a guest using a credit card.

For more information on the course registration process please contact the Pacific Rim administrator at administrator@earlychildhoodeducator.com.

IMPORTANT: Students should obtain the appropriate textbook PRIOR to enrolling in each course, and courses should be taken in the order listed on our Programs & Courses page. The learning of each course will build on and reinforce the learning of the previous course.

All course unit assignments and the exam request must be submitted by your unit submission deadline which is one week prior to your course end date.

Course*

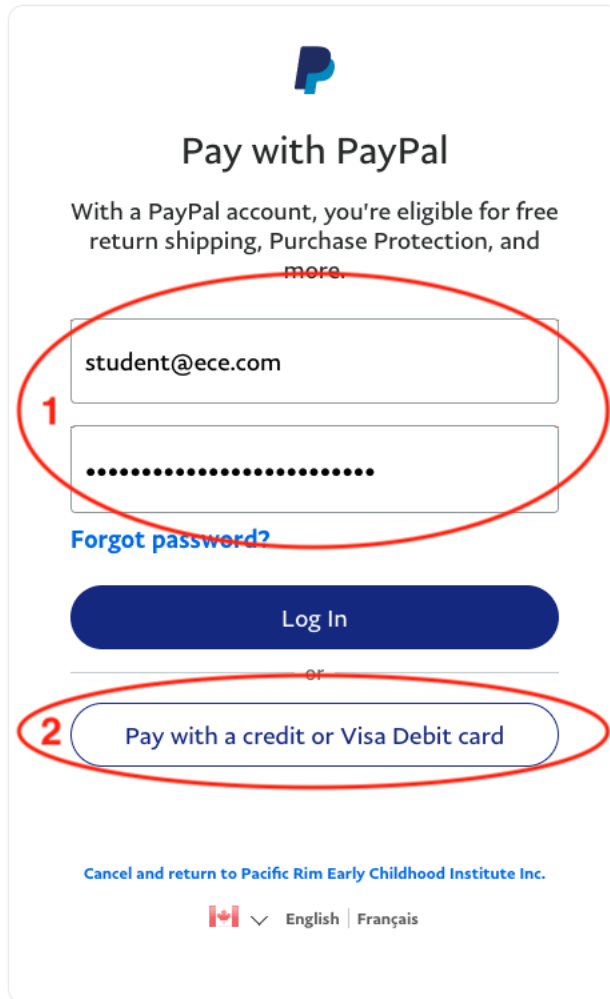| Select a course ⌄ |

Payment method*

| PayPal ⌄ |

Enroll

Step 6 – this step is only applicable to student wishing to pay via PayPal or credit card.

If you choose PayPal you will be redirected to the PayPal website to complete payment. The payment will be authorized, but **not** processed until you have successfully completed the enrollment process. Once you have completed the PayPal transaction you will be re-directed back to the Pacific Rim ECI website to complete the enrollment.

1. You may login to an active PayPal account which you have previously created; or
2. You may login as a guest and pay with a credit or Visa Debit card.

STEP 6
Confirm that you have enrolled in the correct course and the selected the correct payment method.

Enrollment Confirmation

Please confirm the following course registration details:

Course Name	Health, Safety and Nutrition
Duration	10 weeks
Tuition	$695.00
Payment Method	Bank Draft or Money Order

Confirm

STEP 7
Download and review your contract to ensure the information on your contract is correct. If it is not correct you can change your information on your student profile and start the registration process again. Read the supplied documentation in Step 2 and check off that you have done so. Finally, "Digitally Sign Contract" to complete your enrollment.

Step 1: Review Contract

Download Unsigned Enrollment Contract

Download and review this contract. You will be have a signed and completed copy of this contract emailed to you upon enrollments approval.

Step 2: Agree to Contract

☐ I agree to the terms of the contract and consent to my digital signature being placed on it. I confirm I have read and understood the Student Handbook containing the tuition refund policy and ECEBC Code of Ethics.

Please check off the box agreeing to the terms of the contract and click "Digitally Sign Contract" below to complete the enrollment process.

Digitally Sign Contract

STEP 8

When the contract has been successfully signed you will receive a conformation message. If you have chosen to pay by bank draft or money order, you will receive an email attachment with a form to mail in with the payment. If you have chosen to pay with PayPal, your payment will now be completed.

Course Enrollment Complete

← Return to student home

Download Signed Contract

Congratulations Amanda, you have successfully enrolled in Health, Safety and Nutrition. You may begin your course as soon as your enrollment has been approved, which will be in the next 1 to 5 business days. When you have been approved you will be sent an email which will contain the course material.

STEP 9

You will receive email conformation that the process is complete within a few minutes.

Student Course Enrollment Received

P   Pacific Rim ECI Student Services
    To: Pacific Rim ECI Student Services
    Fri 2023-07-21 11:54 AM

payment_by_mail_form.pdf
186 KB

Congratulations Amanda, you have successfully enrolled in Health, Safety and Nutrition. Please complete the attached form and mail it with a bank draft or money order for the exact amount of $695.00. Once Student Services receives payment, it typically takes between 1 and 5 business days for the enrollment to be approved. You will be sent an email containing the course materials and instructions when your enrollment has been approved.

Your start date will be adjusted if the payment arrives later than your contracted start date (a week from now), so you still get a full 10 weeks to complete the course. If your payment is received before your contracted start date, your course's start and end dates will remain the same.

This email will be your official invoice for the amount of $695.00 towards your course enrollment.

Reply   Forward

STEP 10

When your enrollment has been approved you will be emailed a copy of your course materials and signed enrollment contract (receipt) for your records.