



Enrolling in a VCU CEU Event

Locate the CEU event in the course directory by going to ocpe.vcu.edu/courses/ and click on **"Course Directory."**

If you do not see the event listed, use the registration link provided to you by the CEU event coordinator.

- A) If this is the first VCU CEU Event you are enrolling in, you will be prompted to create an account. You may do this by clicking the orange **"Enroll Yourself"** button at the bottom of the page and following the prompts.

Your registration is complete once payment is submitted.

You will receive a confirmation email immediately upon enrolling and submitting payment.

OR

- B) If you registered by completing a VCU CEU Event Registration Form, go to ocpe.vcu.edu/courses/ and click on **"Course Directory"** then **"Log On"** and enter the email address you provided under **"Returning?"**

The password for your initial log on is your first and last initials (lower case) followed by your zip code (example: ab12345). You will be prompted to change this after you log on.

To submit payment, click on **"My History"** and then **"Payment Status."**

You will be brought to the screen to submit payment.

You will receive a confirmation email immediately upon enrolling and submitting payment.

Retrieving Your VCU Continuing and Professional Education Unofficial Noncredit Transcript

To retrieve your VCU Continuing and Professional Education Unofficial Noncredit Transcript, go to ocpe.vcu.edu/courses/ and click on **"Course Directory"** then **"Log On."**

Log on to your account and click on **"My History"** on the right side of the screen under **"Students,"** then click on the **"Completed Courses"** box. This will take you to the list of noncredit courses and events you have taken.

Print a copy of your unofficial transcript by selecting "print" in your browser.

Transcripts are available approximately three weeks after the registration deadline of the event. If you require a PDF version or an official copy of your transcript, please contact VCU Continuing and Professional Education at ocpe@vcu.edu for assistance. Note fees apply for official transcripts.