

How to register & pay online for the PC 832 Arrest Course:

Payment must be made at the time of registering online. To pay by check or money order, please contact the Academy Coordinator at policeacademy@palomar.edu or 760-891-7656 for registration assistance.

1. Go to the ActiveNet link: <https://apm.activecommunities.com/venture/Home#>

Click on the “Activities” section to access the list of PC 832 course dates.



2. Find the desired course date and click on “Enroll Now” to select the course. At the login screen, click on “Don’t have an account? Join” and follow the steps to create an account login. **For Training Managers – once an account is created, you may use it in the future to enroll more participants into classes.*

Activity search

Course Name	Price	Status
PC 832 Arrest Course	\$250.00	Full
PC 832 Arrest Course	\$250.00	Enroll Now
PC 832 Arrest Course	\$250.00	Enroll Now
PC 832 Arrest Course	\$250.00	Enroll Now

NOTE: If a course date is full, you may add to the Waitlist. Click on the course name. You may then add a participant to the waitlist and if a seat opens, you will be contacted to have the option to transfer to the open seat.

We strongly recommend also registering for an open class seat since there is no guarantee that a waitlist seat will become available.

PC 832 Arrest Course

\$250.00

Full

Waiting List registration is open. 7 persons are on waiting list.

+ Waitlist

3. Select Participants to enroll. Click on the Participant drop down menu. The account creator will be the only participant listed on a new account.

The screenshot shows the Palomar College website with the 'Enroll in PC 832 Arrest Course' form. The 'Who are you enrolling?' dropdown menu is highlighted with a red circle and an arrow pointing to it. The dropdown menu is currently closed, showing 'Participant *' and 'Select participant'. To the right, a 'Fee summary' box shows a total of \$0.00 and an 'Add to cart' button.

4. To add another person or if there will be more than one participant enrolled, click on the “Add a New Attendee/Employee” selection.

The screenshot shows the Palomar College website with the 'Enroll in PC 832 Arrest Course' form. The 'Who are you enrolling?' dropdown menu is open, showing a list of participants: Juliette Barnes, Kelly Barnes, and Lucas Barnes. The '+ Add New Attendee / Employee' option at the bottom of the dropdown menu is highlighted with a red circle and an arrow pointing to it. To the right, a 'Fee summary' box shows a total of \$0.00 and an 'Add to cart' button.

NOTE: Training Managers — Please provide the contact phone number and e-mail for each participant when entering the employee so we may send the course details and materials to each person directly (you will receive a copy also).

5. Fill in the mandatory fields to add the participant. [Note: The correct date of birth is not required, but a date must be entered. Click on the Month/Year header on the calendar to search by month or year ranges. Select a date of birth that is at least 18 years ago. If you are not using a true DOB and receive an error code, select a different date.]

Required fields are marked *

Add New Family Member

Required fields are marked *

Email address *

First name * Last name *

Family

Date of birth

6. After clicking “Submit,” you must click to agree to the PC 832 Course waiver to complete the registration for this person. If you do not need to add another participant, click on “Add to Cart”

Welcome, Juliette | My Account | My Wish List | Sign Out

Palomar College Learning for Everyone

Intro Activities My Cart

Intro > Activity search > Enroll Activity Form ACTIVE network

Enroll in PC 832 Arrest Course

Required fields are marked *

Who are you enrolling? ^

Participant * Juliette Barnes

Enrollment Details ^

Do you have any participant note for staff?

Fee summary

Subtotal	\$250.00
Taxes	\$0.00
Total	\$250.00

Add to cart

Register another participant

Waivers ^

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

* I have read and agree to PC 832 Courses.

7. To add another person, select “Register another participant” and follow Step #6.

The screenshot shows the Palomar College website interface. At the top left is the Palomar College logo with the tagline "Learning for Success". At the top right, it says "Welcome, Juliette" and provides links for "My Account", "My Wish List", and "Sign Out". Below the header is a navigation bar with "Intro" and "Activities" tabs, and a "My Cart" button. The main content area shows the breadcrumb "Intro > Activity search > Enroll Activity Form" and the title "Enroll in PC 832 Arrest Course". A note states "Required fields are marked *". The enrollment form includes a section "Who are you enrolling?" with a dropdown menu currently set to "Participant *". Below this is an "Enrollment Details" section. On the right side, there is a "Fee summary" box with a table:

Fee summary	
Subtotal	\$0.00
Taxes	\$0.00
<hr/>	
Total	\$0.00

Below the fee summary is a green "Add to cart" button and a blue link "Register another participant" which is circled in red. A red arrow points from the instruction above to this link.

8. Once all participants are added, you may select “Check Out” or click on the “My Cart” icon at the top right section of the page header. Enter credit card payment information to complete the registration.

You should receive an email receipt from WCD@palomar.edu. Please check your Spam/Junk folder if you do not receive it. **Please do not reply or send inquiries to the WCD e-mail.**

Prior to the course date, instructions for the course and a link to course materials (via Google Drive) will be sent separately via email by Academy staff.

If you have any questions or problems, contact Palomar College Public Safety Programs directly at policeacademy@palomar.edu or 760-891-7656

