

Junior High Summer Institute

Registration Check List

PARENT HANDBOOK AND REGISTRATION FORMS CAN BE FOUND AT WWW.CANYONS.EDU/JUNIORHIGH

- Step 1 Parent Handbook**
 - Print and read the terms with your junior high student. Become familiar with policies such as dress guidelines, rules, and refund policies.

- Step 2 Emergency Contact Form**
 - Complete emergency contact information.
 - For your child's protection, the Emergency Contact form must be on file in the Community Education office **prior** to attending the first class.

- Step 3 Waiver of Liability**
 - For your child's protection, the Waiver of Liability form must be on file in the Community Education office **prior** to attending the first class.

- Step 4 Registration Form**
 - Select which track(s) and week(s) your student would like to attend.
 - Indicate if your student will participate in the Extended Care hour, for an additional fee.
 - Select t-shirt size - shirts will be given on first day of class.
 - Include VISA/MasterCard information or a check payable to College of the Canyons

- Step 5 4 Ways to Register**
 1. **Online** at www.canyons.communityed for speed, ease and convenience. When using online registration, you must print out and mail the waiver of liability and emergency contact forms to the address provided below.
 2. **Fax** all forms and credit card information to (661)287-3425
 3. **In Person** at the Community Education Office on the COC Valencia campus in TY-102. Visit our website for office hours and directions. Registration payments made with a check must be received at least one week prior to the start of class
 4. **Mail** all forms and payment to the address below. Registration payments made with a check must be received at least one week prior to the start of class.

Website Information
www.canyons.edu/juniorhigh
or
www.canyons.edu/communitied

College of the Canyons
Community Education
26455 Rockwell Canyon Road
Valencia, CA 91355
661-362-3300