COC SUMMER INSTITUTE
Registration Check List

All FORMS MUST BE RECEIVED BY THE COMMUNITY EDUCATION OFFICE IN ORDER TO COMPLETE YOUR REGISTRATION AND GUARANTEE PLACEMENT.

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

☐ Step 2 Fill out the following forms:
- Registration Form (only if registering by mail)
- Transportation Waiver and Release of Liability
- Emergency Contact Form
- Student Code of Conduct

Parent handbook and registration forms can be found online at the Summer Institute homepage

☐ Step 3 Submit all forms to Community Education Office

There are 2 Ways to register:

1. **Online** at [http://www.canyons.communityext.net/](http://www.canyons.communityext.net/) for speed, ease and convenience. When using online registration, you MUST print out and mail the following documents. Transportation Waiver and Release of Liability form, Emergency Contact form and the Student Code of Conduct form to the address provided below in order to complete registration.

2. **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.

   Community Education
   College of the Canyons
   26455 Rockwell Canyon Rd UCEN-383
   Santa Clarita, CA 91355

   661-362-3300