

## COC SUMMER INSTITUTE Registration Check List

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**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 on the Summer Institute website.**

- Step 3. Submit all forms to Community Education via scan to email [mark.carr@canyons.edu](mailto:mark.carr@canyons.edu) or mail to address below.**

**Office There are 2 Ways to register:**

1. **Online** at <http://www.canyons.communityext.net/> for speed, ease and convenience. When using online registration, dont forget to email or mail the waivers.
2. On the phone 661-362-3300
3. **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  
Santa Clarita Community College District  
26455 Rockwell Canyon Rd. Santa  
Clarita, CA 91355