

## HOW TO APPLY

### NEW STUDENTS

**Step 1:** File an application. It's simple! Apply online at [www.canyons.edu](http://www.canyons.edu) and 24 business hours later you can begin your assessment.

**Step 2:** Take our math and English Placement Assessments and discover the courses at which you would be most successful. It's NOT a test, you won't be graded, and it's NOT timed! No appointment is needed and there is no fee. The Assessment Center location and hours can be found at [www.canyons.edu/offices/CPT](http://www.canyons.edu/offices/CPT). If you already have a U.S. college degree, notify A&R and you will be exempted from testing. You may still need testing if the classes you want to take have math or English prerequisites.

**Step 3:** Complete online orientation. Our orientation will give you essential information to ensure a successful transition to College of the Canyons. You can earn an early registration date by completing the online orientation. Go to [www.canyons.edu](http://www.canyons.edu) and click on "New Student Info" to get started.

**Step 4:** Register for classes. Once you've completed the online orientation and quiz, you will be given a day and time to begin registration. Click on [www.canyons.edu](http://www.canyons.edu) for online registration information.

**Step 5:** Pay for your class and attend! Payment is due within seven days of registration. If you do not pay you may be dropped from your class or a hold may be put on your record. If you do not show up the first day of class, you may lose your seat. Be sure to follow through with the deadline and policies printed in this schedule of classes. Our campus resources are designed to help you reach your personal and educational goals.

Please remember it is your responsibility as a student to drop your class if you are not attending. If you want a refund for that class, be sure to contact the Student Business Office on the Valencia campus or on the Canyon Country campus in Quad 1 by the end of the term. You must ask for your refund to be processed.

### RETURNING STUDENTS

You will need to complete our online application for admission. If you have missed a spring or fall term, you must reapply so we may activate your record. Please turn in an application online or in person. We will then assign you a registration date and time for you to begin registration.

### CONTINUING STUDENTS

You do not need to fill out a new application. You will be able to register for classes beginning on or after your assigned registration date and time or during open registration. If you do not know your registration date and time, please go to "My Canyons" on the [www.canyons.edu](http://www.canyons.edu) Website to log in and find "Your Registration Date."

**Once classes begin, students may no longer be dropped for non-payment of fees. This means it is your responsibility to drop your classes if you no longer plan to attend. If your fees are not paid by the add deadline for each class, a hold may be placed on future registration and all services: enrollment verifications, grades, transcripts, degrees, etc. No registration statements or parking permits will be mailed one week before the start of classes. If you have a BOGFW and requested parking, you may pick up the parking permit at the cashier's window.**

If you would like to send your transcripts to us from another college for prerequisite eligibility, evaluation, or proof of graduation purposes, please send them to:

**College of the Canyons  
Admissions and Records**  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

If you need your transcript evaluated for Financial Aid or unit determinations, please submit a "Request for Inclusion of External Coursework" form to the Admissions and Records or Counseling office. If you are unsure if your courses will transfer to our college, please make a counseling appointment. You can make an appointment online at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling).

### HIGH SCHOOL STUDENTS

If you are currently attending high school at the same time you plan to enroll at College of the Canyons, you may be eligible to attend. K-10 grade students are, for the most part, ineligible to attend; contact the Admissions & Records office for a list of exceptions. New students should complete an application, assessment and orientation as early in the process as possible to be eligible to enroll in classes. You must complete the following steps to be accepted as a special admission student:

1. Complete a College of the Canyons application for admission online at [www.canyons.edu](http://www.canyons.edu) and if it is your first semester, submit high school transcripts, complete an assessment test and an online orientation prior to the high school admission deadline. The online application, assessment center hours and the online orientation can be found on our Website at [www.canyons.edu](http://www.canyons.edu). New students who

have not completed all steps described above cannot enroll in classes. **Returning** high school students must submit a new College of the Canyons application online each term they plan to attend.

2. Once you receive your College of the Canyons assessment scores, contact your high school counselor and complete a Special Admission Enrollment Form, and an Authorization to Consent to Medical Treatment form. All signatures must be completed or the forms will not be accepted. High school counselors may only recommend College of the Canyons degree applicable classes. These forms are required each term students plan to attend.
3. To enroll in classes for the current term, Special Admission Enrollment and Consent to Medical Treatment forms must be completed with all signatures and classes recommended by high school personnel; a parent cannot recommend courses. Incomplete forms will not be accepted.
4. High school students who have completed all steps and submitted their completed paperwork to Admissions & Records prior to high school registration are eligible to use the online registration system through **My Canyons**.
5. Special admission students attending part-time may not enroll in more than 11.0 units per term. Please note: high school students are exempt from paying unit enrollment fees. All other term fees must be paid for at the time of enrollment. Special admission students who want to attend College of the Canyons full-time must be released from high school to do so. This means they will be attending College of the Canyons full-time and not attending high school for the entire term.

### ADMISSION ELIGIBILITY

You are eligible to be admitted to College of the Canyons if one of the following criteria applies to you:

- You are a high school graduate or anyone over 18 years of age who can profit from instruction.
- You are a high school student in grades 11 through 12 who has completed a College of the Canyons application for admission, assessment and orientation. Designated high school officials must recommend high school students for College of the Canyons degree applicable courses. In addition, eligible students must submit a Special Admission Enrollment form, and an Authorization to Consent to Medical Treatment form. Santa Clarita Valley high school students should obtain these forms from their respective high schools. For others, forms are available in the Admissions & Records office on both campuses.

- According to state guidelines, students enrolled in home school must be associated with a program approved through Los Angeles County, or must be taught by a person holding a California teaching credential, or must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

### CONTINUING EDUCATION – NONCREDIT CLASSES

College of the Canyons offers a variety of noncredit adult education classes. These courses are financially supported by the state of California and are offered to you tuition free. Some courses may require a textbook that students must purchase or a materials fee for supplies.

To apply for Continuing Education (noncredit) classes please use the district application located on page 28 and submit to the Continuing Education office located on the Valencia campus in room V-110, fax to 661-287-3425, mail to 26455 Rockwell Canyon Road, Santa Clarita, CA 91355, or apply online at [www.canyons.edu](http://www.canyons.edu).