

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 on the website

- ☐ **Step 3 Submit all forms to Community Education Office**

There are 2 Ways to register:

1. **Online** at <http://www.canyons.communityext.net/> 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 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
Santa Clarita, CA 91355