

Continuing Education & Senior Registration

(206) 764-5339 • southced@sccd.ctc.edu

How to Register for Continuing Education (Non-Credit)

Phone-in: Call (206) 764-5339. Use a credit card. After hours, leave a message for a return call the next business day.

Online Registration: All non-credit courses can be registered for online at <http://continuinged.southseattle.edu> using a credit card.

Come in: Visit the campus Registration Office to pay by cash, check or credit card, 8:00 am to 5:00 pm. Monday through Thursdays and until 4:00 pm. on Fridays.

E-Mail: southced@sccd.ctc.edu with questions or to register.

Mail in: Use registration form below, (duplicate as needed). Attach a check or money order for the amount of tuition, parking and a materials or lab fee. Mail to: South Seattle Community College, 6000 16th Avenue SW, Seattle, WA 98106-1499 - Attention: Continuing Education

Fax in: Fax this form including your credit card number to (206) 768-6699 labeled "Continuing Ed Registration."

**For Senior Adult Education classes please mail this form to:
Registration Office, South Seattle Community College, 6000 - 16th Avenue SW, Seattle, WA 98106-1499.**

Student I.D. Number	Last Name	First Name	M.I.
Address (number and street)	Apt. No.	Day Telephone	
City	State	Zip Code	Eve Telephone
Email address	U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Birthdate _____ <small>Month Day Year</small>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

REGISTRATION DEADLINE
Students should register for classes no later than one week prior to the start of class.

Item No.	Date of Course	Course Title	Location

Course Fees Material Fee (if any) Total Due	If paying by credit card, please complete the following: <input type="checkbox"/> American Express <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Exp. Date _____ Account No. _____ Amount Charged \$ _____ PRINT Cardholder Name _____ Cardholder Signature _____
Parking permits are required to park on campus. Daily passes can be purchased at the North parking lot entrance.	

I certify that to the best of my knowledge all statements on this form are true.

Applicant Signature _____

CONTINUING EDUCATION REFUND SCHEDULE - Class and Lab Fees

Anytime class is canceled by the College	100%
Withdrawal 2 business days before first class meeting, less \$5 fee.....	100%
Withdrawal less than 2 business days before first meeting	0%
Withdrawal after classes begin	0%
No appearance in class	0%

IT Certification Classes	
Anytime a class is canceled by the College	100%
Withdrawal 2 weeks before first class, less deposit	100%*
Withdrawal less than 2 weeks before first meeting	0%
Withdrawal after classes begin	0%
No appearance in class	0%

*Less non-refundable deposit: \$100 IT Cert Program tuition is non-refundable.

Cancellation of Classes: Classes may need to be canceled if enrollment is low, due to an emergency, or if the college is officially closed due to bad weather. If a class is canceled, we will make every effort to call you, so be sure to list both day, evening and message phone numbers (remember the area code) when you register. You may call before the class begins to be sure it will meet. If we cancel a class, you will receive a full refund by check or credit card credit depending on how you paid. Allow time for refund check processing and credit card account transactions.