

Enrollment/Registration Form

College of the Siskiyous

PLEASE COMPLETE THIS ENTIRE FORM— INCOMPLETE FORMS CANNOT BE PROCESSED

Weed Campus: 800 College Avenue, Weed, CA 96094 (530) 938-5500
 Yreka Campus: 2001 Campus Drive, Yreka, CA 96097 (530) 842-1245

You can also register on-line at www.siskiyous.edu
 Toll Free Number: 1-888-397-4339 (Fax 530-938-5367)

PLEASE PRINT Name

Year

Fall

Summer

Spring

Mi

First

Last

1. Social Security Number

Student Identification Number

2. Legal Name

Last

First

Middle

3. List Any Other Last Names Used (if applicable)

4. Date of Birth

TT DD OÖYYYY

5. Gender

- 1. Male
- 2. Female

6. Local Mailing Address

City State

ZIP Country

Phone

Area Code Phone^A^ { à^}

7. Permanent Mailing Address
 () Check if same as local

City State

ZIP Country

Phone

Area Code Phone^A^ { à^}

8. Business or Daytime Phone

Area Code Phone Number

9. Citizenship

- 1. US Citizen
- 2. Permanent Resident
- 3. Temporary Resident
- 4. Refugee/Asylee
- 5. Student Visa
- 6. Amnesty
- 7. Other Status

If you did not specify U.S. citizen, please indicate the following:

Alien Registration Number or Visa Type

Issue Date Expiration Date

10. Ethnicity

Are you Hispanic? Yes No

What is your Race? Mark all that apply.

- Asian
- Chinese
- Asian Indian
- Japanese
- Korean
- Laotian
- Cambodian
- Vietnamese
- Other Asian
- Black Non-Hispanic
- Filipino
- Hispanic
- Mexican, Mexican-American, Chicano
- Central American
- South American
- Other Hispanic
- American Indian/Alaskan Native
- Other Non-White
- Pacific Islander
- Guamanian
- Hawaiian
- Samoa
- Other Pacific Islander
- White Non-Hispanic
- Unknown
- Decline to State

11. Directory Information

1. Yes 2. No

May the College release information regarding your attendance and residence to outside inquiries? This information would include your name, address, phone number, class schedule, and participation in COS activities. (By entering "No", your name will not appear in news media publications regarding sports, Pres/Dean lists, etc., unless your prior authorization is obtained)

1. Yes 2. No

I give College of the Siskiyous permission to use my photo in college related recruitment and promotional materials including web pages, brochures, flyers, catalogs and all other publications.

12. E-Mail Address

13. Emergency Contact

Name

Phone

14. Student Type - (Generally, first time college students must meet with Counseling Services staff before registering.) Recent (or upcoming June) high school graduate should select #1

- 1. First-time I've ever enrolled in college
- 2. First-time COS, previously attended another college
- 3. Returning to COS after an absence of one or more semesters
- 4. Continuing from last semester or summer session
- 5. K-12 Student

15. Length of time you have lived in California?

16. Residency Information—You must complete this section

What is your Driver's License #? State

Do you have a vehicle? Yes No

If yes, in what state is your vehicle registered?

Have you continuously lived in California for the past two years? If no, specify state/country and dates

Do you intend California to be your permanent residence?

Have you done any of the following in the past two years?

Voted in another state or registered to vote in another state? If yes, what state?

Attended out-of-state college/university as a resident?

Did you file California State Income Taxes for the past calendar year?

Students under 19 years old and unmarried - are your parents or guardians California residents? If yes, when did your parents enter California

Students under 19 years old and unmarried - have your parents continuously lived in California for the past two years?

17. Educational Goal

- Associate & Transfer to 4-year
Transfer to 4-year Without Earning Associate Degree
2-year Associate Degree (non-transfer)
Vocational Certificate (non-transfer)
Discovery/Career Interests/Goals
Prepare for a New Career (acquire job skills)
Advance in Current Job/Career (update job skills)
Maintain Certificate or License
Educational Development/Personal Enrichment
Improve Basic Skills (English, Reading, or Math)
Undecided on Goal
4-year College Student Taking Courses to Meet 4-year College Requirements

18. Educational Level

- Non-High School Graduate
Currently Attending High School or Below Grade
Attending Adult School
High School Graduate
Received GED or HS Certificate of Equivalency/Completion
Received California High School Certificate of Proficiency
Foreign School Diploma/Certificate
Associate Degree
Bachelor Degree or Higher

Date the above education was completed, you must be a High School graduate or equivalent if you plan to receive Financial Aid.

19. Academic Major or Area of Interest. You must declare a major if you plan to receive Financial Aid.

20. Name of Last High School Attended

Graduation Date State

21. Are you on any of the following economic assistance programs?

- TANF/AFDC/CalWORKs
SSI
General Assistance
Other:
None

22. Are you a single parent with custody of a minor child?

1. Yes 2. No

23. Are you a displaced homemaker?

A displaced homemaker is an adult who has worked to care for home and family and because of this responsibility is currently unable to find a job (or obtain a better paying job) due to a lack of training or labor market experience.

1. Yes 2. No

24. Are you a migrant worker or child of a migrant worker?

1. Yes 2. No

25. Are you an honorably discharged Veteran?

If yes, Discharge date

Student Military Status Parent/Guardian Military Status
Currently serving on active duty Veteran
Member of the Active Reserve Member of the Active Reserve
Member of the National Guard Member of the National Guard

26. Are you now, or have you ever been in a court-ordered out-of-home placement such as a foster home, group home or court placement with a relative (AKA Foster youth)?

No/Never
Current in-state system
Previous in-state
Current out-of-state
Previous out-of-state
Previous temporary status

27. Parent/Guardian Educational Level

Parent/Guardian 1 Parent/Guardian 2
Grade 9 or less Associate's degree (AA/AS)
Some high school Bachelor's degree (BA/BS)
High school graduate Graduate or professional degree
Some college Not Applicable

28. Need/Interests

(Check all that apply)

Intercollegiate Athletics
Basic Skills Tutoring (English, Reading, or Math)
Child Care
Disabled Student Services
EOPS/SSS
Financial Aid
CalWORKs

Fall			
CRN	COURSE NUMBER	UNITS	
	EXAMPLE		<i>Add Code</i>
1234	ENGL 1001	5.0	<i>or Initial</i>
#			
#			
#			
#			
#			
#			
#			
#			
#			

Spring			
CRN	COURSE NUMBER	UNITS	
	EXAMPLE		<i>Add Code</i>
1234	ENGL 1001	5.0	
#			
#			
#			
#			
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PLEASE SIGN BELOW

I verify that I am responsible for the course choices listed above and that I have read the prerequisites and advisories for these courses in the College of the Siskiyous' Catalog. I understand that falsification, withholding pertinent information, or failure to report changes in residency may result in my dismissal.

I acknowledge that I am responsible for payment of my enrollment fees, nonresident tuition if applicable, and related course fees. I understand that failure to pay fees in a timely manner will result in a hold being placed on my account, preventing future enrollment, transcript requests, or receipt of other services until fees are paid in full. Fees for courses not dropped within the first 10% of the class, remain payable and are subject to collection. **Fees are subject to change.**



Student Signature _____ Date _____

K-12 Students - Special Admission Request

Student's age and grade level on first day of COS course: Age: _____ Grade Level: _____

Current School: _____
School City State

Student Signature: _____ Date: _____

I swear under penalty of perjury that the above information is true and correct.

Parent Signature: _____ Date: _____

I understand that some course topics may not be appropriate for minors. These courses and grades will be recorded on the student's permanent college transcript. I have read the Release of Records for Minor Students policy on back page.

School Official Signature: _____ Date: _____

School Official Name (please print): _____ Phone or Email: _____

I certify that this student will benefit from college level work and I **recommend** him/her for enrollment in the course(s) listed above. **(Education Code 76001-02) FOR SUMMER SESSION:** I certify that I have not recommended for enrollment in non-exempt courses at College of the Siskiyous more than five percent of the total number of pupils who completed the above named student's grade level. **(Education Code 48800)**

STUDENTS AGE 15 and UNDER (as of the first day of the COS semester) - need approval from Counseling Services.

1. Course #1 COS Counseling Approved Disapproved: _____ Date: _____

2. Course #2 COS Counseling Approved Disapproved: _____ Date: _____

For Policies, see information on back page.

Office Use Only Entered by: _____ Date: _____

Special Admissions Policies

Special Admission for K-12 Students

For more information go to: <http://www.siskiyous.edu/counseling/advlinks/K-12/K-12index.htm>

California Education Code allows Community Colleges to admit non-high school graduates on a special admission, part-time basis if the applicable approvals are obtained. The intent of the Education Code is “to provide educational enrichment opportunities for a limited number of eligible pupils.” Ed. Code 48800(a). A Special Admission Request is not required for students who show proof that they have passed the California High School Proficiency Exam (CHSPE) or the GED examination, or are not attending school and are 18 years of age or older.

1) General Provisions

a. Total units limits: Each term, students may enroll in the number of units shown below. There are no exceptions to these unit limits.

Age 1-8	0 units	<i>These students may only enroll in zero-unit courses.</i>
Age 9-13	6 units	
Age 14+	11 units	<i>11-unit maximum as per Ed. Code 76001(d).</i>

b. Age: The age determination date is the student’s age on the first day of the COS semester for which enrollment is approved.

c. Academic year limits: During the fall and spring semesters, there is no limit to the number of students from each school that may enroll in COS courses.

d. Summer limits: During the summer, the number of students who may enroll in COS credit courses is limited to a maximum of five percent of each grade level in each school. It is the responsibility of the school principal to monitor the five percent limit. There is no limit to the number of students from each school that may enroll in:

- Zero-unit courses.
- Any university general education course that is on the IGETC or CSUGE course lists.
- Any course that is part of a COS occupational degree or certificate.
- Any ENGL, MATH, or READ course numbered 50 and above that would assist a student who has not passed the California High School Exit Examination (CAHSEE).

e. Physical Education courses: Students may only enroll in PEAC, PEFI, and PEMA physical education activity courses that are numbered 300-399 or are listed as community education.

f. Assessment: Math and English assessment is required for enrollment in some courses.

g. Online Registration: Online registration is not available for Special Admission students.

2) Enrollment Procedure

- **STEP 1 – APPLY:** If you have never enrolled in a College of the Siskiyous course you will need to apply. Go to <http://www.siskiyous.edu> and select the Navigator button choose Apply for Admissions. It will prompt you to create a temporary user name and password for the application. When your application is complete it will supply you with your COS Student ID (S000#####). You will use this number to take Assessment tests, pay for classes, etc. In 24 hours, your permanent Navigator Username and your default password will be e-mailed to you. If you have previously attended COS and you need a copy of your COS Student ID or User Name and Password it can be sent to you in the mail.
- **STEP 2 – ASSESSMENT:** Complete the Math, Reading, and Writing Assessments. To determine which classes are right for you, complete skills assessments at the Weed or Yreka campuses, some high schools, or another community college. You will need your COS Student ID to make an appointment or to take the test.
- **STEP 3 – OBTAIN APPROPRIATE PAPERWORK:** Obtain permission from your K-12 School by having the appropriate signature. Meet with your school’s Counselor or appointed K-12 representative to find the classes most appropriate for you to take. Courses taken at COS are accepted for K-12 school credit at the discretion of your school. K-12 students may only enroll non-activity PEMA courses.
- **STEP 4 - REGISTER:** You can mail, fax or bring in an Enrollment/Registration form. **Please do not try to register online.** If the appropriate paperwork is not on file in the Enrollment Services Office, you will be dropped from your courses. Once you have registered for a class you will have a College of the Siskiyous email address. All correspondence will be sent through this address. The first half of the email is the student’s user name. For example USERNAME@ins.siskiyous.edu. Students are able access their email through their Navigator account.
- **STEP 5 - PAY YOUR FEES:** All fees are due upon registration. College of the Siskiyous has an enrollment fee exemption for K-12 special admits who are California residents. This does not include the Health and Student Representation fees or Out-of-State Tuition.

Federal Law Regarding the Release of Records for Minor Students

Parents have certain rights with respect to their children’s educational records. These rights transfer to the student when they reach 18 years of age or when they attend college. In the case of a special admission student who is attending the College of the Siskiyous, the student is considered a college student. As such, access to the student’s records by parents or guardians is only permitted with a “Release of Information” form signed by the student. The form is available in the Enrollment Services office.