

Registration

New students are those who have never taken an ENCORE class or students who have not successfully registered in an ENCORE class in the past 12 months. New Students can mail-in forms or register in person. *New students* need to complete:

ENCORE Application (one per student), available [here](#)

1) Answer all questions. Paperwork with missing or hard to read information cannot be processed and will be mailed to you to complete. Enrollment will be delayed and classes may close in the interim. We cannot hold a space. 2) Use your legal name. 3) Date of birth is required for student ID#. 4) Sign and date *Application*.

Course Request Card, available [here](#)

1) One *Course Request Card* per student. For more than 5 classes fill out a second *Card*. 2) Do not select classes that overlap in time. They cannot be processed. 3) Sign *Course Card*.

Continuing students are students who have successfully registered in an ENCORE class in the past Spring or Fall semester. Continuing Students need to complete a *Course Card* only, available [here](#), if registering in person or mail-in. If you register Online or by Phone you do not need to complete a *Course Card*.

IMPORTANT: Please keep a record of the classes you register in: name, day, time and location.

NOTE: All registrations are processed on a first-come, first-served basis.

Continuous Registration: You may enroll at any time throughout the semester, if space is available.

Easy Ways to Register

1. Online, instructions [here](#) *Continuing Students* only

Aug. 6-27 7 days a week, 7:00 am- midnight

You may **not** register for computer classes Online, it is easy to register in person or by mail

2. Telephone, instructions [here](#) *Continuing Students* only

Aug. 6-27 Mon. – Sat., 8:00 am – 11:30 pm

You may **not** register for computer classes by Telephone, it is easy to register in person or by mail.

3. In person

a. Campus Center *one day only* (see map [here](#))

Thursday, August 6, 10:00 am – 12:30 pm *Directions to Campus Center:* Enter at Mason from Victory. Park in Lot 7. Campus Center is next to the cafeteria, see map [here](#). *Follow the bright pink directional signs on campus.*

Note: Some classes may be closed because online/telephone registration begin early morning Aug. 6th.

You may register for *ENCORE* fee-based classes, information available here.

b. ENCORE office Monday, Aug. 10th thru the end of semester

VLGE 8310, M-TH 10 – 2 pm (see map [here](#) for office location)

c. At class if space is available


4. Mail-in registration: Mail completed *ENCORE forms* and fees (if any) to: ENCORE, Pierce College

Mail-in takes 4-6 days to process. It is processed by the postmark. We begin to process mail-in August 10th after 4 pm. We will call you to confirm your registration.

6201 Winnetka Avenue, #12
Woodland Hills, CA 91371

Parking Permit: If you would like a parking permit mailed to you please include a \$5 check payable to *Pierce College* with your driver license number on the check and Parking Permit on the memo line.

Computer Class Registration: Please include a separate \$5 check payable to *Pierce College* with your driver license number on the check and computer fee on the memo line. (The \$5 materials fee is for the semester. You may take as many computer classes as you like in one semester.)



Please help us by
registering **only**
for classes you
will attend.

