

Registration Procedures

Winter 2012

1. Student Status

New Students are those who have never attended Pierce College or enrolled in an ENCORE noncredit class & need to complete:

1. ENCORE Application
2. Course Request Card
3. Leave ID field blank

Former Students are those who have not taken a noncredit ENCORE class in the last Fall or Spring semester. Former students need to reactivate their student ID number by completing:

1. ENCORE Application
2. Course Request Card
3. Students use ID# or leave blank (if you do not remember it)

Continuing Students are students who have successfully registered in an ENCORE noncredit class in the past Spring or Fall semester. Continuing Students need to complete:

1. Course Request Card

2. Registration Procedures

Students can mail-in registration forms upon receipt of the catalog. Mail in registrations are processed in order of postmark. **Incomplete registration** forms will be set aside and processed last. This will delay student enrollment and classes may close in the interim.

Mail completed registration form/s to: **ENCORE, Pierce College**
6201 Winnetka Avenue, #341
Woodland Hills, CA 91371

NOTE: Registration must have a postmark date. **No Office Drop Off.**

3. Enrollment Confirmation

We will call students the week before classes start to confirm their registration.

Application and Course Cards also available on our
website www.piercecollege.edu/encore