

Noncredit Student Status

New Students

Are those who have never attended Pierce College or enrolled in an ENCORE noncredit class.

Complete:

1. *Application*, pgs 15-16
Answer ALL questions. Sign and date back.
2. *Course Request Card*, pg 17
Sign *Course Card*.

Former Students

Are those who have not taken a noncredit ENCORE class in the last Fall and Spring semester. To reactivate student ID number.

Complete:

1. *Application*, pgs 15-16
Answer all questions. Sign and date back.
2. *Course Request Card*, pg 17
Sign *Course Card*.

Continuing Students

Are students who have successfully registered in an ENCORE noncredit class in the past Spring or Fall semester.

Complete:

1. *Course Request Card*, pg 17
Sign *Course Card*.
2. Or register online – see pg 14

Paperwork with missing or hard to read information cannot be processed. This will delay enrollment and classes may close in the interim.

Classes that overlap in time cannot be processed.

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

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

Noncredit Registration Procedures

Jan 12 - Online and Mail-in Registration starts

- 9 am Online, see pg 14 *Continuing Students only*
4 pm Mail-in Registration processing begins according to postmark. Students can mail-in forms upon receipt of the Encore schedule of classes or viewing the schedule on our website.
Please Note: Some classes may be full because online started at 9 am.

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

We will mail a confirmation of the classes you are enrolled in within approximately two weeks. Wait List numbers can be accessed thru the Student Information System, see pg 14.

Jan 17 - Drop off registration in office starts

- 10 am Students can drop off completed registration forms M-Th 10 a.m. to 2 p.m. It will be date stamped and placed in that days mail for processing. Any registrations dropped off prior to Jan 17th will be considered postmarked Jan 17th. There is no time stamp available. We will mail a confirmation of the classes you are enrolled in within approximately two weeks. Wait List numbers can be accessed thru the Student Information System, see pg 14.
Note: Some classes may be full because online and mail-in registration started Jan 12th.

Feb 6 - At class, if space is available

Attendance / Waiting Lists

Noncredit: Students who are absent the first week will be dropped from class unless notification is given in advance. New students can then be added based on the number of available spaces. Priority for adds will go to those who are on the waiting list and are present. Students who are not added the first week can check throughout the semester with the instructor to see if space is available.

Parking Permits

Please mail request separately. To request permit mailed to you (and general parking information) see page 3.