

**Pasadena City College  
Extended Learning**

1570 East Colorado Boulevard, Room D108  
Pasadena, California 91106-2003  
Main Number: (626) 585-7608  
Fax Number: (626) 796-5204

**Registration Form**

(Separate form for each person registering)

REGISTRATION FORM — EXTENDED LEARNING FEE CLASSES				PLEASE PRINT
Date _____				
Last Name _____		First Name _____	M. I. _____	
Street Address _____		Apt. No. _____	City _____	
Zip Code _____	Daytime Phone: _____ / _____ — _____		Ext. _____	
	Evening Phone: _____ / _____ — _____			
Email Address: _____				
Course No.	Course Title	Start Date	Fee	
_____	_____	_____	\$ _____	
_____	_____	_____	\$ _____	
_____	_____	_____	\$ _____	
_____	_____	_____	\$ _____	
			TOTAL	\$ _____
If you wish to use your Visa, MasterCard or Discover:			If you wish to pay by check:	
Card No. _____ — _____ — _____ — _____			Driver's License No. _____	
Expiration Date _____		CVV2 Code _____	Expiration Date _____	
		(3-digit security no. in signature panel)		
Authorized Signature _____			<b>Please do not write in this space</b> Date _____ Received by _____ CK _____ CA _____	
Name on Charge/Check _____				

08/07

**Register by Mail**

Complete registration form and mail with check or credit card information to:

**Pasadena City College  
Extended Learning  
1570 E. Colorado Blvd., Room D108  
Pasadena, CA 91106-2003**

**Register by Phone**

To register using your Visa, MasterCard or Discover, please call our office at:  
**(626) 585-7608**

**Register by Fax**

Complete registration form (include credit card information) and fax to:

**Pasadena City College  
Extended Learning, Room D108  
(626) 796-5204**

**Registration**

Pre-registration is recommended for all courses. Classes which do not have the required minimum number of students will be cancelled.

**Directions**

- 1) Fill out registration form for the course (you may duplicate the form if necessary). One form per person.
- 2) If paying by check, make your check payable to **Pasadena City College**. And please include your driver's license information.
- 3) After your registration form has been processed, a confirmation letter will be mailed to you.

**Dropping a Class**

If you are unable to attend a class for which you are registered, you must notify Extended Learning at least two days before the class begins in order to receive a refund. Your registration fee minus a \$5 service charge will be refunded. Does not apply to Trips and Tours or Summer Swim classes.

**Full Refund**

If a class is filled prior to receipt of your registration or if a class is cancelled by the college, you will receive a full refund unless you request a transfer of enrollment fees to another class. **Please allow six to eight weeks to receive your refund. No refund available after class begins**