



# Registration Form

Rocklin: (916) 660-7340

Nevada County: (530) 274-5302

Tahoe/Truckee: (530) 550-2209

Please see the reverse side for registration instructions. One form per course is required. You may add or drop classes prior to the add/drop/refund deadline through mySierra.

### Select the transaction you wish to complete:

- ADD **Before** add/drop/refund deadline
- LATE ADD **After** add/drop/refund deadline before the W deadline
- REINSTATE Previously enrolled and dropped in error
- DROP **Before** add/drop/refund deadline
- WITHDRAWAL **After** add/drop/refund deadline before the W deadline

### Student Information:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First MI

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Course Name: \_\_\_\_\_ CRN: \_\_\_\_\_ 6 Digit Add Code: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructor Use Only:

Student's First Date of Attendance (required): \_\_\_\_\_

I certify that the student has met the minimum attendance standards.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Note: Students cannot add course if they have not attended prior to the census day)*

### A&R Use Only:

Census date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR STUDENTS

- You may add or drop classes prior to the add/drop/refund deadline through mySierra.
- All withdrawals can be completed online via mySierra until the withdrawal (W) deadline.
- A 4 digit add code is required to enroll in a course once the course has begun. Obtain an add code from the instructor.
- After the add/drop/refund deadline you will need to submit this form in person with the instructor's signature, first date of attendance and 4 digit add code.
- Reinstates for students dropped in error can be completed by submitting this form in person with the instructor's signature, first date of attendance and 4 digit add code.
- Registration will not be permitted after the W deadline.
- For a list of important college deadlines please see your class schedule.
- A payment for your classes is due when you register. If you do not pay at this time your classes may be automatically dropped after 10 days. If you do not drop classes by the add/drop/refund deadline (found on your class schedule in mySierra), you will be responsible for paying your tuition and fees, even if you do not attend. For payment information, please visit our website at [sierracollege.edu/paymentinformation](http://sierracollege.edu/paymentinformation)