

Co-Enrollment with Credit Courses

Co-Enrollment classes allow students who have reached the maximum number of allowable repeats for a particular credit class to enroll in the class without receiving credit. All credit classes are eligible with the exception of classes that can be audited (see Schedule of Classes) and Music and Theater Arts classes. Co-enrollment is based on space available, priority enrollment is given to credit students, and only students who are officially enrolled in a class may attend.

Co-enrollment Registration Steps

1. Please ensure you have reached the maximum number of allowable repeats by registering for the credit class through your Student Portal. **If you have exhausted all authorized repeats** when adding the class to your cart, you are **eligible to enroll as a co-enrolled student**.
2. At the first class, make a request from the instructor to enroll as a co-enrollment student (credit students adding will have priority).
3. If the instructor agrees, please complete the Co-enrollment Registration form using the credit course information, make a request of the instructor to check the approval box and initial, then deliver to the Community Education office (Analy Village, Bldg C) to create a course section (**Important: instructor does not sign the Co-enrollment Registration form until after the census date**).
4. On or after the census date (Spring: February 6, 2017), return to the class with the Co-Enrollment Registration form and complete the form by obtaining the instructor's signature.
5. Once you have received the instructor's signature after the census date, return the Community Education Co-Enrollment Registration form and complete payment for the class to Community Education (Analy Village, Bldg C). Upon payment of the class & material fees, the student will receive a registration receipt.
 - a. By signing the Co-Enrollment Registration form, students are agreeing to the College's Code of Conduct and Attendance Policy.
6. At the next class, show the instructor your registration receipt and enjoy the pursuits of lifelong learning:

Co-Enrollment Fees per Unit

0.5 unit	1 units	1.5 units	2 units	2.5 units	3 units	4 units	5 units
\$54.00	\$77.00	\$100.00	\$123.00	\$146.00	\$167.00	\$215.00	\$261.00



Co-Enrollment Registration Form (please print)

First Name: _____ Learner ID#: _____
 Last Name: _____ Birthdate (MM/DD/YY): ____/____/____
 Email: _____ Daytime Phone: (____) _____
 Address: _____ Home Phone: (____) _____
 City _____ State _____ Zip _____ Today's Date: _____ CHK# _____

Section Number	Units	Course Title	Fee
Credit card registration via walk-in only.			Registration Fee: +\$2.00
			Total: _____

Santa Rosa Junior College Co-Enrollment Declaration (REQUIRED)

I understand that I am enrolling in a Community Education class. I understand that I will not receive any credit for this class. **The District's Student Conduct and Attendance Requirements apply to my enrollment. I declare I have exhausted all authorized repeats of this course.**

Student Signature: _____ Date: _____

I, the instructor, authorize this students enrollment pending census date approval.
(Check and initial first day of class)

Instructor Signature: _____ Date: _____

To be signed and dated **after census date**.

Office Use Only
 CC /
 CHK /
 WI MI /
 FX INST /