

Registering by Proxy for Session 2 2019

To sign up for courses without attending registration, use the registration form below. This form can be used to sign up one individual for one or more courses.

You can request as many as five courses by proxy. At registration, a lottery number will be assigned to your proxy, and your chance of getting your first choice of courses is the same as if you registered in person. However, people who attend registration can sign up for additional courses before those who register by proxy get their additional choices, so in that way, people who attend registration have an advantage.

If the course you requested fills up before your lottery number is called, your name will be added to the waiting list for that course, and there is a possibility that you might be contacted if a seat becomes available.

After registration, you'll receive an email or a phone call to let you know whether you did or did not get into your requested courses.

To register by proxy, complete the form below. Write a separate check to **CCA** for each course you want to take (do not send cash). Place the form and your check in an envelope and drop it off at the Almaden Community Center information desk, or mail it to the address below.

Almaden CCA
P. O. Box 20932
San Jose, CA 95160

Your proxy must be received by Almaden CCA by 12 noon on Friday, March 15. If it arrives later than that, it will be processed after registration on March 16.

After registration on March 16, if you want to get into a course, go to almadenCCA.org to see which courses still have openings, and then call [408-674-1401](tel:408-674-1401) to register for any open course.

Enrollment Form (please print)

First name _____ Last name _____ Almaden Student ID # _____

Email address _____ Phone number _____

Course #1 _____ Start Date _____ Time _____

In addition to Course #1, I would like to take these courses:

Course #2 _____ Start Date _____ Time _____

Course #3 _____ Start Date _____ Time _____

Course #4 _____ Start Date _____ Time _____

Course #5 _____ Start Date _____ Time _____

Make checks payable to **CCA**. Include a separate check for each course fee.

Check 1 # _____ for \$ _____ Check 2 # _____ for \$ _____ Check 3 # _____ for \$ _____

Check 4 # _____ for \$ _____ Check 5 # _____ for \$ _____

Select one: A self-addressed, stamped envelope (SASE) is enclosed for the return of my course receipt. If I do not get into the course, please return my unused check in the SASE.

My canceled check will be my receipt. If I do not get into a requested course, please destroy my check for that course.