



### SCC-CONTINUING EDUCATION ADD FORM (for faculty use)

**INSTRUCTIONS:** Submit this completed form or scanned copy to the SCC-CE A&R office to add a current student to your class. A student ID number and student signature **must be provided** on this form. Please allow 1-2 business days for the processing of your request. New students must complete a full student application to register for classes and cannot be registered using this form.

If you have questions, please email the SCC-Continuing Education Admissions & Records office at: [oeadmissions@rsccd.edu](mailto:oeadmissions@rsccd.edu)

STUDENT INFORMATION	
Date:	
* Full Student Name:	
* Student ID:	
Birth Date (MM/DD/YYYY):	
Email Address:	
Phone Number:	

<b>YEAR:</b> _____	<b>TERM:</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			
Section Number	Course Number / Title	Day(s)	Class Time	Instructor Name
COMMENTS/ADDITIONAL INFORMATION:				

**Student Signature:** \_\_\_\_\_  
(Student Signature is required for processing)