

Registration Form Adults Age 18+



DRIVER EDUCATION

STAFF USE ONLY CED Reg Email confirmation Grade Book To Reg Office File Comments _____

This registration form is only for adults age 18 and older. You must have a current (not expired) instructional permit or driver license from any state or country. Space is limited; registrations are processed in the order received. Only completed forms will be processed. You will receive an email registration confirmation with payment instructions (please contact our office at drive@pcc.edu if you do not receive a confirmation within five business days).

Submit this registration form ONCE in ONLY ONE of these ways: Save and email: drive@pcc.edu Fax: 971.722.6623

Part A: Student Information

1 PCC ID Number ("G Number")	Student Status <input type="radio"/> New PCC Student <input type="radio"/> Currently Enrolled at PCC <input type="radio"/> Previously Attended PCC	2 Date of Birth (MM/DD/YYYY)	3 Age Today
4 Student Last Name as it Appears on License or Permit			
5 Student First Name as it Appears on License or Permit		Middle Initial	Gender <input type="radio"/> Male <input type="radio"/> Female
6 Student Mailing Address		City	State ZIP
7 Student Email Address			Are you in the care of DHS? <input type="radio"/> Yes <input type="radio"/> No
8 Student Cell Phone Number		9 Student Home Phone Number	
High School/GED – Name of School/Institution		City	State Year Graduated/Obtained

PCC is committed to affirmative action goals and would appreciate your response to the following:

Do you consider yourself to be Hispanic/Latino? <input type="radio"/> Yes <input type="radio"/> No	Select one or more of the following racial categories to describe yourself
Citizen Type <input type="radio"/> U.S. Citizen <input type="radio"/> Resident Alien/Refugee/Immigrant <input type="radio"/> Other, Enter Type _____	<input type="radio"/> American Indian or Alaska Native <input type="radio"/> Asian <input type="radio"/> Black or African American <input type="radio"/> Native Hawaiian or Pacific Islander <input type="radio"/> White
Are you an Oregon resident? <input type="radio"/> Yes <input type="radio"/> No	Are you a veteran of the U.S. Military? <input type="radio"/> Yes <input type="radio"/> No

Part B: License or Permit Information

10 License or Permit Number	11 Issuing State or Country
12 Issue Date (MM/DD/YYYY)	13 Expiration Date (MM/DD/YYYY)
Permit Type <input type="radio"/> Permanent <input type="radio"/> Interim	

Part C: Emergency Contact Information

14 Emergency Contact First Name	15 Emergency Contact Last Name
16 Emergency Contact Email Address	
17 Emergency Contact Phone Number	18 Emergency Contact Alternate Phone Number

Registration Form Adults Age 18+



DRIVER EDUCATION

Submit this registration form **ONCE** in **ONLY ONE** of these ways: Save and email: drive@pcc.edu Fax: 971.722.6623

Part D: Acceptance of Procedures

19	There is a mandatory orientation held at the first class session, students must attend or the student will be dropped from the program.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
	You must bring your permit or driver license and a photo copy to the orientation.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
	Behind-the-wheel lessons are scheduled outside of class hours and MAY extend beyond the last date of class. If you fail a behind-the-wheel lesson and wish to earn your completion letter, additional drives may be purchased for \$50 per lesson.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
	You must have a minimum of ten hours of behind-the-wheel time before you can drive with an instructor.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
	All classroom sessions and drives must be attended and successfully completed to receive a completion letter.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
	If you are absent from class and you want to earn your completion letter, you will be required to attend a classroom makeup session at an additional cost of \$50. Students are limited to one classroom absence.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
	The last day to drop and be eligible to receive a refund is before the second class session begins.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
	If you must drop, you are required to contact the Driver Ed office before the second class. Email: drive@pcc.edu	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
	You MUST have access to a vehicle and the ability to practice driving for at least one hour per week throughout the course.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No

Part E: Course Registration Request

20	Choose one class as your first registration preference. You may also choose a class as your second registration preference in case your first is unavailable.				
Driver Education: Adults					
Class is mixed with adult and teen students; course provides 33 hours of classroom instruction and 6 hours of in-car instruction.					
				CHOOSE ONE ▼	CHOOSE ONE ▼
CRN 21850	PCC Southeast Campus, TABOR 144	4/6-6/15 Sat 9am-12pm	\$510 + \$10 fee	CLASS FULL	
CRN 27491	PCC Sylvania Campus, ST 108	4/3-6/12 Wed 5am-8pm	\$510 + \$10 fee	CLASS FULL	
CRN 23007	PCC Sylvania Campus, ST 100	4/6-6/15 Sat 9am-12pm	\$510 + \$10 fee	CLASS FULL	
CRN 26709	PCC Willow Creek Center, room 103	4/6-6/15 Sat 9am-12pm	\$510 + \$10 fee	CLASS FULL	
CRN 25206	PCC Willow Creek Center, room 103	4/6-6/15 Sat 1pm-4pm	\$510 + \$10 fee	CLASS FULL	
If you attend Cleveland, Grant, or Lincoln High Schools you may register for a class there. Email drive@pcc.edu to complete your registration. \$510 + \$10 fee					
Driver Education: Adults ONLY					
Class is adults only; course provides 18 hours of classroom instruction and 6 hours of in-car instruction.					
CRN 26904	PCC Southeast Campus, ADM 102	4/15-5/20 Mon 9am-12pm	\$425 + \$5 fee	<input type="checkbox"/> 1st preference	<input type="checkbox"/> 2nd preference
CRN 23896	PCC Sylvania Campus, TCB 208	4/19-5/24 Fri 9am-12pm	\$425 + \$5 fee	CLASS CANCELLED	

Get course locations and directions online at www.pcc.edu/locations. Behind-the-wheel lessons are held weekdays and weekends and vary in length from 2-3 hours per week.

Part F: Registration Confirmation

21	My enrollment with Portland Community College will signify my consent to and acceptance of all policies and procedures governing my enrollment, including financial liability. If I fail to remit payment when due, I will pay to PCC all reasonable costs for collection, including collection agency fees. Sign or type name below.	
	Student Signature	Date (MM/DD/YYYY)

PCC is committed to supporting all students. If a student has a learning disability, physical disability, health issue, or other concern that may affect his/her progress and require accommodation, you must contact PCC Disability Services at least one month prior to the first class. www.pcc.edu/disability

Registration Form Adults Age 18+



**DRIVER
EDUCATION**

Part G: Consent to Release Confidential Information (optional)

Portland Community College must follow all applicable state and federal laws (FERPA), rules and regulations that apply to student records. Therefore, all information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the student or upon the lawful subpoena or other order of a court of competent jurisdiction. This form allows PCC Driver Education staff to talk to another person about the student's registration, payment, and other important information.

This release will be valid until the student invalidates it by completing a new form or deleting permissions online.

Student Information

22	Student Name	PCC ID Number ("G Number")	Student Phone Number	
	Student Mailing Address	City	State	ZIP

Release Information to:

23	Individual 1 Name			
	Mailing Address	City	State	ZIP
	Phone Number	Fax Number		
	Email Address	24 Confidential Code* (remember this code)		
	Individual 2 Name (optional)			
	Mailing Address	City	State	ZIP
	Phone Number	Fax Number		
	Email Address	Confidential Code* (remember this code)		

***What is a Confidential Code?** This code allows the person(s) you have listed to access your information if they contact the College. The code may be up to nine characters long. It is important to record and remember the code. PCC will not release protected information over the phone unless the person can provide the confidential code.

25	Please release the following records (check all that apply)	
<p>Specific records to be disclosed:</p> <p> <input type="radio"/> Student Account <input type="radio"/> Enrollment Status <input type="radio"/> Course Schedule <input type="radio"/> Attendance <input type="radio"/> Financial Aid <input type="radio"/> Grades <input type="radio"/> Academic Transcript <input type="radio"/> Academic Standing <input type="radio"/> Graduation Date <input type="radio"/> Degree Status <input type="radio"/> Phone & Address Other (please list): _____ Restrictions (if any): _____ </p>	<p>Purpose of disclosure:</p> <p> <input type="radio"/> Employment <input type="radio"/> Scholarship <input type="radio"/> Deferment <input type="radio"/> Financial Aid <input type="radio"/> Financial Assistance <input type="radio"/> Insurance <input type="radio"/> Housing <input type="radio"/> Interpreter <input type="radio"/> Payment <input type="radio"/> Other: _____ </p>	<p>If disclosure is requested for an insurance verification, please provide the following information for the insured party:</p> <p>Name: _____</p> <p>ID Number: _____</p>

26	I hereby authorize PCC to release confidential information about me contained in the College's records. I agree to hold PCC and its employees harmless for any unauthorized use of my student records obtained by the above named party. Sign or type name below.	
	Student Signature	Date (MM/DD/YYYY)