

DRIVER EDUCATION

FALL 2019

Teen Registration Packet

Instructions

- 1 This registration packet is only for teens age 15-17 with a current (non-expired) Oregon instructional permit.**
- 2 To ensure your spot in class, complete all fields of this registration packet, leaving no blanks.**
 - Incomplete packets will not be accepted and will be returned to you, delaying registration.
 - If you do not have a PCC ID number ("G number") you can leave that field blank, our department will generate one, and it will be provided to you after your registration is confirmed.
 - If you're completing these forms electronically, use the tab key on your keyboard to move from one field to the next. When completing these forms by hand, print very clearly and use black ink.
 - The signature field on page 4 must be handwritten in pen, and the registration form must be sent as a PDF if it is submitted via email.
- 3 Return this completed registration packet (pages 2-4) once in only one of the following ways:**
 - Print, sign, scan, and email to: drive@pcc.edu
 - Print, sign, and fax to: **971-722-6623**
 - Print, sign, and submit in person to:
Driver Education Program | Community Education Department
PCC Southeast Campus Administration Building, room 304
7901 SE Division St, Portland OR 97206
- 4 An email will be sent by PCC to the student's email address within five business days of the receipt of the registration form and will include registration status confirmation and payment instructions.**

Course Requirements

- Teens must be 15-17 years old and complete the course before their 18th birthday to qualify for the ODOT teen program. Failure to complete the course before turning 18 will result in the student being required to repay the ODOT subsidy amount to PCC (see FAQ).
- Must have a valid Oregon Instruction Permit to register.
- Attendance at ALL sessions is mandatory.
- Students are only permitted to arrange for one classroom missed session. Missed sessions must be made up at an additional cost of \$50. Missing more than one session may result in being dropped from the course.
- Mandatory parent/teen orientation is held at the first class session.
- Must bring Oregon Instruction Permit and a photocopy of your permit to the orientation.
- Students must have a minimum of 10 hours of driving experience before beginning the class.
- Driver Ed classes are taught in English. Students must have reached intermediate proficiency in spoken English to register.
- For safety reasons, PCC reserves the right to drop any student if the instructor cannot safely communicate with them or if the student is unable to safely operate the vehicle.

Keep this informational page for your records.



Registration Packet

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

Part A: Student Information

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	Date of Birth (MM/DD/YYYY)	Age Today
Student Last Name as it Appears on Permit	School Grade <input type="radio"/> 9th <input type="radio"/> 10th <input type="radio"/> 11th <input type="radio"/> 12th <input type="radio"/> NA	Student First Name as it Appears on Permit	Middle Initial <input type="text"/> Gender <input type="radio"/> Male <input type="radio"/> Female
Student Mailing Address	City	State	ZIP
Student Email Address	Are you in the care of DHS? <input type="radio"/> Yes <input type="radio"/> No		
Student Cell Phone Number	Student Home Phone Number		
High School/GED – Name of School/Institution	City	State	Year Graduating/Obtaining

Part B: Oregon Instruction Permit Information

Oregon Instruction Permit Number	Permit Type <input type="radio"/> Permanent <input type="radio"/> Interim	Expiration Date (MM/DD/YYYY)
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Part C: Parent/Guardian Information

Parent/Guardian First Name	Parent/Guardian Last Name
Parent/Guardian Email Address	
Parent/Guardian Cell Phone Number	Parent/Guardian Work Phone Number

Note: student information (including enrollment status, payment status, attendance, and grades) will not be shared with the parent/guardian listed above without a completed and signed Consent to Release Confidential Information form on file (page 4 or electronically via MyPCC - my.pcc.edu).

Part D: Acceptance of Procedures

There is a mandatory orientation held at the first class session, and a parent or guardian must attend with the student or the student will be dropped from the program.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
Students must bring their permit and a photo copy of the permit to the orientation.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
If the student has medical insurance, bring the coverage information to the first class session.	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 ODOT completion certificate, additional drives may be purchased for \$50 per lesson.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No

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Part D: Acceptance of Procedures (continued)

Students must have a minimum of ten hours of behind-the-wheel time before they drive with an instructor.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
All classes and drives are mandatory. If the student is absent from class, they will be required to attend a classroom makeup session at an additional cost of \$50. Students are limited to one classroom absence. If a student has more than one absence they could be dropped from the program without a refund.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
Teen students cannot get their driver license until after they have completed the program. This includes all classroom sessions, behind-the-wheel lessons, and assignments.	Do you accept? <input type="radio"/> Yes <input type="radio"/> No
Students are required to complete the program. If all program requirements are not met, the student will be charged an additional \$210. Reduced tuition students will be charged an additional \$360.	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. 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

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 PCC: Teens				CHOOSE ONE	CHOOSE ONE
48004	PCC CLIMB Center	9/30-11/18 Mon/Wed 4pm-6:30pm No class 11/11.	\$325 + \$5 fee	CANCELLED	CANCELLED
48005	PCC CLIMB Center	9/30 Mon 4pm-6:30pm <i>and</i> 10/3-11/14 Tue/Thu 4pm-6:30pm	\$325 + \$5 fee	<input type="checkbox"/> 1st preference	<input type="checkbox"/> 2nd preference
48003	PCC Metro Center	9/25-12/11 Wed 5pm-8pm No class 11/27.	\$325 + \$5 fee	CLASS FULL	CLASS FULL
42523	PCC Southeast Campus	9/28-12/14 Sat 9am-12pm No class 11/30.	\$325 + \$5 fee	CLASS FULL	CLASS FULL
42522	PCC Sylvania Campus	9/28-12/14 Sat 9am-12pm No class 11/30.	\$325 + \$5 fee	CLASS FULL	CLASS FULL
48075	PCC Sylvania Campus	9/25-12/11 Wed 5pm-8pm No class 11/27.	\$325 + \$5 fee	CLASS FULL	CLASS FULL
48072	PCC Willow Creek Center	9/28-12/14 Sat 9am-12pm No class 11/30.	\$325 + \$5 fee	CLASS FULL	CLASS FULL
42525	PCC Willow Creek Center	9/28-12/14 Sat 1pm-4pm No class 11/30.	\$325 + \$5 fee	CLASS FULL	CLASS FULL

A student on a lunch assistance program at school may register for any of the above classes for \$175 tuition + \$5 fee by checking this circle. A copy of the official assistance letter from your school **MUST** accompany this form to receive the reduced tuition. SNAP and OHP households are also eligible with copy of assistance letter.

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

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 names below.

Student Signature	Date (MM/DD/YYYY)
Parent/Guardian 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. pcc.edu/disability

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Part G: Consent to Release Confidential Information (Required)

This form allows PCC Driver Education staff to talk to parents/guardians or another person about the student's registration, payment, whereabouts during class time, and other important information. 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 release will be valid until the student invalidates it by completing a new form or deleting permissions online.**

<input type="radio"/> I have completed a Consent to Release Confidential Information form online via MyPCC (my.pcc.edu).
<input type="radio"/> I am submitting this hand-signed form electronically with this completed Registration Packet.
<input type="radio"/> I plan to submit this hand-signed form in person or by mail within 10 business days to: PCC Driver Education - AB 304, 2305 SE 82nd Ave, Portland OR 97216

Student Information

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

Release Information to:

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

***What is a Confidential Code? It is a code you create (a word, numbers, etc.) up to nine characters long.** This code allows the person(s) you have listed to access your information if they contact the College. PCC will not release protected information over the phone unless the person can provide the confidential code.

Please release the following records (check all that apply)		
<p>Specific records to be disclosed:</p> <p><input checked="" type="radio"/> Student Account <input checked="" type="radio"/> Enrollment Status <input checked="" type="radio"/> Course Schedule <input checked="" type="radio"/> Attendance <input type="radio"/> Financial Aid <input checked="" type="radio"/> Grades <input type="radio"/> Academic Transcript <input type="radio"/> Academic Standing <input type="radio"/> Graduation Date <input type="radio"/> Degree Status <input checked="" 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 checked="" type="radio"/> Payment <input checked="" type="radio"/> Other: <u>Student is a minor</u></p>	<p>If disclosure is requested for an insurance verification, please provide the following information for the insured party:</p> <p>Name: _____ ID Number: _____</p>

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. Hand sign name below.	
Student Signature	Date (MM/DD/YYYY)