

Registering by Proxy for Session 2 2018

To sign up for courses without attending registration, use the proxy 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 into 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 a call or an email 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 form and check in an envelope and drop it off at the Almaden Community Center information desk, hand it to a staff member in the computer room, 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 16. If it arrives later, it will be processed after March 17.

After registration, to get into a course, go to almadenCCA.org to see which courses still have openings, and then call 408-674-1401 to register for any open course.

Registration Proxy 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.