MANUAL COURSE ENROLLMENT AND SITE REGISTRATION FORM

From our Home Page or our literature, please choose the type of course format you would like, select a subject area, choose the course(s) you would wish to enroll, and complete & mail this form to manually enroll for courses.

THE FOLLOWING SECTIONS MUST BE COMPLETED FOR MANUAL ENROLLMENT.

PERSONAL INFORMATION & LOG-IN INFORMATION

SSN* _____-_____-_____   BIRTH DATE* _____/_____/_____
(Please see Privacy Policy for additional information.)

NAME* _____
Title   /   First Name   /   Middle Name   /   Last Name

ADDRESS* _____
Street   / Apt. or Unit # /   City   / State /   Zip

PHONE(s)* _____
Home Phone #   /   Cell Phone #   /   Other Phone #

EMAIL* _____@_____

ALT EMAIL _____@_____

PASSWORD* _____
(Please provide your Site Password, or create a Password here in order for us to manually enter you into our site.)

SCHOOL DISTRICT* _____   (Please email or call us if you are in the LAUSD)

ADDITIONAL INFORMATION (FOR FIRST-TIME ENROLLEES ONLY):

BIRTH NAME: _____ _____ _____

GENDER: _____   MARITAL STATUS: _____

ETHNIC GROUP: _____   HISPANIC OR LATINO: □ YES   □ NO

CITIZENSHIP (COUNTRY): _____   REFERRED BY: _____

PRIMARY SUBJECT AREA TAUGHT: _____

SCHOOL LEVEL: □ MIDDLE   □ HS   □ COMMUNITY COLLEGE   □ OTHER

UNIVERSITY ATTENDED: _____

PREVIOUS VANGUARD STUDENT: □ YES   □ NO / PLEASE CHECK IF ANY OF THE ABOVE INFO HAS CHANGED □

COURSE INFORMATION – for MANUAL ENROLLMENT

CLASS NUMBER: _____ CLASS TITLE:_____

PROVIDER: □ FACE-TO-FACE □ PDE □ ASCD □ ANNENBERG □ OTHER _____

COURSE CREDIT: _____ LOCATION & DATE: _____
                                                    (If Applicable)

COST PER UNIT

    Regular Enrollment Fee: $ ____ (per unit) x Number of units _____ = $ _____
                                                    (# of units)

    Manual Enrollment Fee: + $20.00 (Coordinator Code:_____) = + $ 20.00

                                TOTAL FEE ENCLOSED: $_____

<p style="text-align:center;color:red;font-weight:bold;">PLEASE FILL OUT ANOTHER FORM FOR EACH ADDITIONAL COURSE.</p>

MANUAL ENROLLMENT PAYMENT OPTIONS

Payment for college credit may be completed through PayPal through our secure transaction credit/debit online processing system. We allow for exceptions to this process by the Learner completing this form and submitting payment via Credit Card, Money Order, E-Check, or Cashier's Check. Please mail the payment and the completed form to:

    College Credit Connection, LLC.
    2331 Honolulu Ave., Suite H
    Montrose, CA 91020

Credit Card Information will be processed through PayPal's Credit Card system. Please supply the following information if you wish CCC to process your Credit Card as such:

    Type of Credit Card: □ **Master Card** □ **Visa** □ **Discover** □ **AMEX** □ **PayPal**

    Name on Card: _____

    Number on Card: _____-_____-_____

    Expiration Date: ____/_____ Security Code : _____ Amount Approved to be Charged: $_____

    Signature Authorizing CCC to process: _____

Please supply the following information if you wish CCC to process your Money Order, E-Check, or Cashier's Check:

    Type of Payment: □ **Money Order** □ **E-Check** □ **Cashier's Check** □ **Other**_____

    Description and Number: _____ Payment Amount: $_____

    Signature Authorizing CCC to process: _____

Please note that any returned payments or insufficient funds will be subject to a $24.00 bank fee. Your enrollment will not be complete until the payment has been accepted as valid. Please note that an additional $20 manual processing fee has been applied to your enrollment payment due.

PDE COURSE ENROLLMENT INFORMATION

PDE COURSES: CCC is in partnership with PDE to offer a wide format and variety of graduate level courses. If you are taking a course through PDE, there is only <u>ONE</u> step to this enrollment process:

- Enroll and pay for both the PDE COURSE and the Vanguard University COLLEGE CREDIT TUITION through CCC.

ASCD COURSE ENROLLMENT INFORMATION

ASCD COURSES: CCC has collaborated with ASCD to offer over a large number of ASCD on-line courses. If you are taking an ASCD COURSE, there are TWO STEPS to take to enroll in a class.

1) Enroll and pay for your COURSE with ASCD by using their website application.
2) Enroll and pay for your Vanguard COLLEGE CREDIT TUITION with CCC.
   NOTE: Once you have enrolled directly with ASCD to take the course and have also enrolled with CCC for Vanguard University credit, you may begin your coursework.

CREDIT LIMITS

CCC courses are designed to be flexible according to your needs and schedule; however, it is important for CCC to maintain the integrity of our educational offerings by limiting the number of enrollment credits per semester. CCC's specific guidelines regarding the number of enrollment credits allowed per semester is a maximum of 15 credits during the Fall or Spring semesters. The limit is 18 Credits during the Summer Semester. To exceed the Credit limit, send a written request to the following address: Admin@CollegeCreditConnection.com or via mail at the above listed address. Please list the courses you want to take, the dates, credit value, and rationale for the request.

SIGNATURE, TERMS OF USE, & AGREEMENT CONSENT

By using the Manual Enrollment process, the Learner agrees to the Terms of Use posted on the www.CollegeCreditConnection.com website. If you wish to receive a hard copy of these terms, please contact us.

By signing below, the Learner agrees to and gives permission for CCC to manually enroll them in our electronic enrollment system. The Learner also agrees to and gives permission for CCC to input their payment information into our electronic system.

Printed Name of Learner: _____

Signature of Learner: _____

Date: _____

www.CollegeCreditConnection.com

▪ 2331 Honolulu Avenue, Suite H, Montrose, CA 91020 ▪ 818-369-7083 ▪