

CLEAR Weekday Expansion Classes
Fall 2024 Paper Registration Instructions

1. Only students who wish to pay in cash or who cannot access our web form should use the paper registration forms. **All others paying by card or e-check should see the electronic registration instructions.**
2. Registrations will be accepted 5/1/24-5/31/24. **Late enrollments will be accepted as space is available.** Registrations are processed in the order in which they are received. Paper registrations can be mailed, faxed, or e-mailed to the contact information below.
4. Please rank all classes in your chosen time period by marking them with a 1, 2 or 3 in the blanks. This assists us in choosing the right class for you if your first and second choices are full at the time of your enrollment. If you only rank a first choice and that class is full, you will not be placed in a class in that hour.
5. **Please see the website for information on certificate tracks.** If you previously selected a track, you will automatically continue in that program without reselecting a track. You may not have more than two tracks selected at a time and you may only earn one certificate in each track.
6. **Fees:** a flat semester registration fee of \$20 will be charged to each student. Fees then can be sent with the registration form by mail or paid on the first day of classes. **Please note that students will not be officially enrolled until all fees are received. No partial payments will be held in the office.**
7. Students must be 18-26 years old and Kansas residents. Students are eligible to enroll in and complete the semester in which they turn 27, so long as they are still 26 at the time of enrollment.
8. New students must schedule an interview with the CLEAR Coordinator, Catie Marx, by calling 913-469-7890 or e-mailing at cmarx@jccc.edu. Students must interview and be accepted before their classes begin but may submit enrollment before their interview occurs.
9. After submitting your form, **you will not receive further communication from the SEP office until schedules are released via e-mail.** If you do not receive your schedule by August 20th, you may contact the SEP office after that date.

Please note- classes fill very quickly. We make every effort to ensure that students are placed in either their first or second choice classes, but it is not always possible. Please enroll early to ensure your best chance of your preferred classes.

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