



PACE ENROLLMENT TRANSACTION FORM

Quarter: Summer Fall Winter Spring Year: 20 _____

Last Name: _____ First _____ MI _____ ctclink Identification Number (format: ###-##-####): _____

Phone: _____ Email _____ Date of Birth: _____

Address: _____ City _____ St _____ Zip _____
if different than ctclink record

Are you in a high school transition program? Yes No If yes, what is your high school? _____

ADD A CLASS

Class Number* (e.g., 12345)	Subject	Number (1-99)	Class Name (e.g. Current Events, Building Healthy Relationships, Getting Organized)	Modality: F2F or OL?	Added to Class Waitlist	Program/Instructor Signature to Override			3 rd – 5 th day of Quarter Instructor Signature Required to Add a Class
						Time Conflict	Max Unit Load**	Signature	
	CL					<input type="checkbox"/>	<input type="checkbox"/>		
	CL					<input type="checkbox"/>	<input type="checkbox"/>		
	CL					<input type="checkbox"/>	<input type="checkbox"/>		
	CL					<input type="checkbox"/>	<input type="checkbox"/>		
	CL					<input type="checkbox"/>	<input type="checkbox"/>		
	CL					<input type="checkbox"/>	<input type="checkbox"/>		
	CL					<input type="checkbox"/>	<input type="checkbox"/>		
	CL					<input type="checkbox"/>	<input type="checkbox"/>		
	CL					<input type="checkbox"/>	<input type="checkbox"/>		

*Enrollment action dates for dynamic-dated classes are student/class specific. | **Maximum PACE/SEER credit load is 25.

DROP A CLASS

Class Number ¹ (e.g., 12345)	Subject	Number (1-99)	Class Name (e.g. Current Events, Building Healthy Relationships, Getting Organized)	Drop Reason ¹	Last Date Attended ²
	CL				
	CL				

- Regular Session classes follow the standard academic calendar. See the Important Dates online for complete refund information.
- Enrollment action dates for dynamic-dated classes are student/class specific.

Signature: _____ Date: _____

Instructor / Program Initiated Drop* <input type="checkbox"/>	FOR OFFICE USE ONLY	
	Registration Transaction Entered	Date:
	Name:	

*For Dynamic-Dated, Open-Entry Classes ONLY. For Regular Session classes use the Instructor-Initiated Drop form, available the 3rd – 5th days of the quarter only.