Directions for Filling out an *SCLC Registration Form & Registration Form*

The registration form is at the bottom of these directions. A list of the courses offered and a list of course descriptions along with the registration form are available on our website (www.seniorcomputerlearningcenter.org) or can be picked up at the Abington COA. ***Read the course descriptions carefully.***

1. Using our **SCLC List of Courses** and **SCLC Course Descriptions**, decide on the course(s) you want to take.
2. Fill out the **SCLC Registration Form** for **each course** including in the top section: your ***Name, Address, Phone, & Email;*** and in the bottom section: ***Course#, Course Name, Dates, Day(s), Time, Cost, Amount Enclosed*** (indicate ***Check*** or ***Cash***). Use the **SCLC List of Courses** with the details that you will need to fill out the registration form for a particular course. It has columns with the information you will need for the course(s) you plan to take.
3. Be sure to include payment. If you register for more than one course, you can use **one check** for the total amount.

SCLC REGISTRATION FORM

**DIRECTIONS*: PLEASE PRINT CAREFULLY & LEGIBLY & USE ONE FORM PER COURSE.* Fill out all the information below for each course you plan to take. Complete this section with your name, address, phone, and email.

Name: _____

Address: _____

Town/City: _____   **State:** _____   **Zip:** _____

Phone: _____   **Email:** _____

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Complete this section by using the **SCLC List of Courses**. Indicate the course you plan to take by using the ***Course #, Name, Dates, Day, Time, Cost, and Amount Enclosed, Check, Cash.*** The course number is important but the name can be abbreviated.

Course # _____   **Name: _____**   **Dates: _____**

Day: _____   **Time: _____**   **Cost: _____**   **Amount Enclosed: _____**

Check: _____   **Cash: _____**   **Registrar Initials: _____**

Important: Make checks payable to: **SCLC** and mail to the ***Senior Computer Learning Center*** using the current address on our course information.