Dear __________ Cooperative Parent,

Welcome to __Fall__ Quarter, 2011 at North Seattle Community College. This email will provide you with information on the registration process. The cooperative preschool program you have chosen for your child is affiliated with North Seattle Community College (NSCC) and the parents must be enrolled as students at the college in a class entitled Parent Education/Child Study Laboratory.

**New Students:**

This will be a two-step process: set up account/apply and then register.

- You will set up an account at: [https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppInstructions.aspx#Account](https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppInstructions.aspx#Account)
- Follow directions once you hit submit so you can apply for Admission to NSCC; it may take a few days before you can register. Please allow sufficient time BEFORE the registration deadline.
- Once you get your SID number, you can follow the steps for returning students. You must be registered with NSCC by September 9, 2011.
- No unregistered adults are eligible to attend class.

**Returning students:**

- All students will register online.
- Returning students have been assigned an SID (student identification) number. That number is the key to on-line registration. If you have misplaced your SID number, you can request to get it by going to the Registration (ARRC) office with a picture ID or download the SID request form from [https://northseattle.edu/online-services/sidpin-information](https://northseattle.edu/online-services/sidpin-information) and follow the directions for submitting the form.
- If you are a scholarship student, you will register online.
- If you are a one credit student (a second adult in the same family), you will register online. See instructions for one credit registration below.

**To REGISTER online as a regular student:**

1. Go to: [https://sccdweb.sccd.ctc.edu/seanor/webreg/waci221.html](https://sccdweb.sccd.ctc.edu/seanor/webreg/waci221.html)
2. Click on “Register / Add / Drop Classes.”
3. Type in your SID (student ID number)
4. Type in your PIN number (your birth date). This is your birth date in six digits with no dashes or slashes (MMDDYY).
5. Select FALL 2011.
6. Click “Register.”
7. Click “Continue.”
8. On the next page mark the first option: “Take courses related to current or future work.”
9. Click “Continue.” The next page says “You may now register for classes.”
10. Type in your class item number in the first box. Click "add course." Your item number is provided to you by your Parent Education Instructor.
   a. Item # for ______ Coop is ______.
   b. Course/Section: FAM 1XX Section XX
   c. Instructor name is: __________
11. Click on "pay via credit card."
12. Save your confirmation of payment received

If you are registering for the one credit option - Second Parent.

1. You will register and pay for one credit.
2. If this is an infant or toddler class, you will register for section 6470, FAM 149, instructor V. Donato; if this is a pre-three or 3-5 class, you will register for section 6471, FAM 149, instructor V. Donato
3. Click on "pay via credit card."
4. Save your confirmation of payment received

Val

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