SPECIAL OFFER

The California Cancer Registrars Association (CCRA) is collaborating with Santa Barbara City College (SBCC) to offer non-California residents a reduced tuition fee for Cancer Information Management (CIM) courses.

Instead of the usual $183 per unit nonresident tuition + enrollment fees, the reduced fee is $95 per unit (credit hour). Students still receive full college credit for the courses. In addition to the registration fee, students are charged a $40 (nonrefundable) processing fee each semester.

The reduced tuition of $95 per unit only applies to CIM Department requirements at http://www.sbcc.edu/apply/files/cert/cim.pdf. If you are pursuing an Associate degree in CIM and taking general education courses as well, general education courses are not covered under this reduced tuition rate. You will be subject to the full tuition rate for those courses. Full tuition information is at http://www.sbcc.edu/apply/payfees.php.

IMPORTANT: REGISTRATION PROCEDURES

The deadline to qualify for reduced tuition for the Fall 2011 semester is July 29, 2011. Be sure to submit your Intent to Register form and payment for the Fall 2011 semester no later than July 29, 2011*.

* It is extremely important to submit your Intent to Register form and payment as early as possible, as these courses fill quickly. Students who defer this until the last minute are unlikely to be able to register for the classes they want.

You should be ready to enroll in your courses as soon as your priority registration date allows. Priority registration dates are assigned to each student individually and will be available for look-up on April 4 for Summer/Fall on the Pipeline registration system (http://pipeline.sbcc.edu) at ‘Registration’, then ‘Check Your Pre-registration Requirement and Registration Appointment’. For general registration date information, go to http://www.sbcc.edu/hit/importantdates.php.

See the next page for the Enrollment Steps . . .
ENROLLMENT STEPS
Please read through carefully. Any questions can be addressed to Gwyer Schuyler, Academic Counselor, at schuyler@sbcc.edu or 805/965-0581 x2569.

1. For new SBCC students and students who are returning after taking a Fall or Spring semester off, apply to SBCC by going to http://sbcc.edu/apply/apply_to_college.php. Others may start at step two. (New to college students may have holds on their registration; please refer to our FAQ page for more info on clearing those holds: http://www.sbcc.edu/hit/faq.php.)

2. Review the course list of the CIM Department requirements at http://www.sbcc.edu/apply/files/cert/cim.pdf, and make your course selections.

3. Check whether you have met the prerequisites of the courses that you are considering taking by reviewing these at http://www.sbcc.edu/hit/courseprerequisites.php. Complete the prerequisite challenge process if needed.

4. Complete the CCRA Intent to Register form and mail it with payment to: Becky Cassady, RHIA, CTR 11306 Mountain View Ave. Suite B-100 Loma Linda, CA 92354

IMPORTANT (PLEASE READ CAREFULLY)
• If you have applied and were approved for Financial Aid in the form of grants, fee waivers, or loans, you must submit proof of your grant or fee waiver award at the time you submit your CCRA Intent to Register form. Otherwise, all fees must be paid to CCRA at the time you submit your CCRA Intent to Register form.
• When your form and payment have been received and approved, you will receive an email confirmation from the CCRA (Becky Cassady).
• You are not eligible for the reduced tuition until AFTER you have received the confirmation email.

5. AFTER receiving the email approval, you will then be able to register on or after your priority registration date through SBCC’s Pipeline self registration system at http://pipeline.sbcc.edu. Registration instructions can be accessed at http://www.sbcc.edu/admissions/register.php#Registration%20Dates.

IMPORTANT (PLEASE READ CAREFULLY)
Enrollment in classes is not guaranteed if the class is already full and therefore closed to additional students. Students who decide to drop course(s) prior to or on the college drop deadline, June 13-18*, 2011, must drop themselves through http://pipeline.sbcc.edu and notify CCRA at cim@ccraregistrars.org. Students will receive a full refund of the enrollment fee (i.e., $380 per 4-unit course). No enrollment fee refund will be given for courses dropped after that date. *For specific course deadlines, go to www.sbcc.edu/classes, search out the specific class, and click on the CRN number.
**The $40 processing fee is nonrefundable.

• If the classes that you noted on your CCRA Intent to Register form are closed and you are not able to enroll in them, or choose other courses covered under the CCRA reduced tuition program, you must email cim@ccraregistrars.org with your updated course list and/or a request for a refund of related tuition. Please note that the $40 processing fee is non-refundable.

• If you add courses in addition to those that you indicated on your CCRA Intent to Register form and submitted payment for, you will owe additional fees to CCRA plus an additional $40 processing fee.

The College will defer the tuition and bill CCRA for your units once the semester begins. In the meantime, your Pipeline account will show an outstanding balance. You will not be responsible for the balance for any CIM Department requirements that were approved on your CCRA Intent to Register form. You ARE responsible for all fees associated with any courses other than CIM Department requirements.
Student Name: _______________________________________________________

SBCC Student ID# K_________________________ Pipeline Email: _____________________________@pipeline.sbcc.edu

(NOTE: All correspondences will be made to your secure pipeline email)

Personal Email: _______________________________________________________

Address: _______________________________________________________________________________________

City/State/Zip: _______________________________________________________________________________________

Telephone: (           ) ____________________________ Educational Goal: ___CIM Associate Degree   ___ CIM Certificate

Have you been approved for Financial Aid Grants or Fee Waivers through SBCC? : _____Yes _____No

IMPORTANT: If you answered ‘Yes’ above, you must provide a copy of your financial aid award letter showing your eligibility for grants (not loans) OR you must submit full payment at the time you submit this form. Your award letter can be printed out from Pipeline from the Financial Aid link under Registration.

Courses Requested for FALL 2011 (Courses in gray font are not available in the Fall.):

______ COMP 101 Microsoft Office (4 Units)
______ HIT 135 Medical Terminology (3 Units)
______ BMS 146 Human Form and Function (3 Units)
______ HIT 204 Basic Pathophysiology (3 Units)
______ CIM 100 Registry Organization and Operations (3 Units)
______ HIT 101 Introduction to Health Information Mgmt (3 Units)
______ CIM 125 Cancer Disease Management (4 Units)

______ (Total Units x $95) + $40** = ______ Total Cost

Examples: 4 units x $95 = $380 + $40** = $420; 8 units x $95 = $760 + 40** = $800

Enrollment in these classes is not guaranteed if the class is already full and therefore closed to additional students. Students who decide to drop course(s) prior to or on the college drop deadline, September 3, 2011*, must drop themselves through http://pipeline.sbcc.edu and notify CCRA at cim@ccraregistrars.org. Students will receive a full refund of the enrollment fee (i.e., $380 per 4-unit course). No enrollment fee refund will be given for courses dropped after that date.

* For specific course deadlines, go to www.sbcc.edu/classes, search out the specific class, and click on the CRN number.

**The $40 processing fee is nonrefundable.

Please make checks payable to CCRA. The special offer deadline for Fall 2011 is July 29, 2011. All registrations must be received by that date (not just postmarked). Credit cards are not accepted.

Please check one of the following: I authorize Santa Barbara City College to release a copy of my semester schedule to CCRA. ______ Yes ______ No

Signature_____________________________________________________  Date_________________________