



HOW TO ENROLL: Please legibly print all information on this form.



Enroll online at: www.k12.ttu.edu



Mail information to: Texas Tech University, College of Outreach & Distance Education, Box 42191, Lubbock, Texas 79409-2191



Fax information to: 806.742.7222, 806.742.7288 (TTUISD students only)

Questions? Call: 800.MY.COURSE [800.692.6877]

STUDENT INFORMATION - Failure to complete this information will result in your enrollment being delayed.

Students with disabilities should read the information on the CODE website or in the CODE catalog before submitting this enrollment form. Documentation must accompany this form.

Social Security Number _____ If you do not provide a valid SSN, you will be assigned a matriculation number.

E-mail Address (required if submitting lessons via e-mail & for the Course Portal) _____
By providing your e-mail address, you are authorizing CODE to send you relevant information and/or updates electronically.
For more information about TTU's Privacy Policy, visit www.ttu.edu/policy/privacy.php.

Name _____ Birthdate (Do not leave blank. This information is required.) _____
Last Name First Name MI (MM/DD/YYYY)

Mailing Address (for lessons) _____
Address City State Zip

Shipping Address (for UPS delivery of course materials) _____
Address City State Zip

Home Phone () _____ Work Phone () _____ ext. _____ Cell Phone () _____

SCHOOL AND CBE PROCTOR INFORMATION - Failure to complete this information will result in your enrollment being delayed.

School Name (If homeschooled or attending TTUISD, indicate here) _____ School Phone _____ ext. _____

School Address _____
City County (TX only) State Zip

Print Official's name and title here _____ Date _____
(Parent/Guardian if homeschooled)

SCHOOL CODES: County _____ District _____ Campus _____

Students enrolling in CBEs - PLEASE READ. If you are attending a public or private school and are enrolling in a CBE, the CBE administrator is a school official unless the school official listed above wishes to designate an alternate proctor. Tutors or officials from non-accredited schools cannot proctor CBEs. CBEs for TTUISD and homeschooled students will be sent to the approved designated proctor below. Contact our office for a listing of approved proctors.

CBE Approved Designated Proctor Information (complete this section only if you are a TTUISD student, are homeschooled, or are enrolled in a non-accredited school)

Name (please print) _____ Title _____

School/Facility Name _____ Address _____ Phone _____ ext. _____

COURSE AND/OR CBE ORDER INFORMATION*

If you enroll in more than one course, please note that ALL courses will expire six months from the date of enrollment.

Table with 4 columns: Course or CBE ID and Name, CBE, I wish to order the (check only one) (COURSE - ONLINE VERSION, COURSE - PRINT-BASED VERSION), Course Cost

*PLEASE READ. Course cost includes tuition and all applicable fees. Textbooks and materials are not included. All enrollments are processed in the order they are received. High school students must indicate they are enrolling in a dual-credit course next to the course name above.

Total Course Cost _____
Total Textbook Cost _____ (from back of application)
Grand Total _____ (Total Course Cost + Total Textbook Cost)

PAYMENT INFORMATION

Form of Payment

- Check - NO TEMPORARY CHECKS ACCEPTED (payable to Texas Tech University) Ck. # _____ *Driver's License # _____ *Date of Birth _____
Money Order (payable to Texas Tech University) P.O. # _____
Credit Card: MasterCard VISA Discover American Express

Card # _____ Cardholder's Name _____

Expiration Date _____ Signature _____

*required when paying by check

OPTIONAL INFORMATION

Sex _____ Race/Ethnicity (Please check one): White African American Hispanic Asian/Pacific Islander American Indian/Alaska Native Other: _____
 Information regarding race/ethnicity is voluntary and will be used in a nondiscriminatory manner; consistent with applicable civil rights laws. Information supplied will be used for Federal and/or State law reporting purposes.

Where did you hear about our program? Circle the best answer, please.

- Brochure
 Academic Advisor
 World Wide Web
 Outreach & Distance Education Catalog
 Conference
 Friend/Family Member
 Other Catalog _____
 Other (please specify) _____

STUDENT AGREEMENT

I agree to abide by all of the policies and procedures governing Texas Tech University College of Outreach & Distance Education. (*The Policies & Forms Guide is available online at www.ode.ttu.edu, or obtain a printed copy by calling 800.692.6877.*) CODE policy and applicable law governing the release of student education records permits CODE to release grades for students under 18 years of age to the students' parents or legal guardians without requiring student permission. If the custodial parent does not want CODE to release grades or other educational information to the non-custodial parent, a court or other legal decree that clearly states that the non-custodial parent does not have any educational rights with regard to the child must be provided to CODE. However, a student 18 years of age or older must grant permission for CODE to release grades to parents or legal guardians. In addition, CODE policy and applicable law permits CODE, without prior consent and regardless of age, to release a student's grades to a requesting school if the student is enrolled in or transferring to the requesting school. I certify that this information is complete and correct to the best of my knowledge. I authorize the University to verify the information I have provided. If applicable, I also authorize the University to electronically access my Texas Success Initiative (TSI) information.

I have read, understand and agree to the CODE policy governing the release of my student education records. yes no

I am 18 or older, and I authorize CODE to release my grade(s) to my parents and/or legal guardians. yes no

Student's Signature _____ Date _____
 (required for all students)

Parent's/Guardian's Signature _____
 (if student is a minor, both parent/guardian and student must sign)

If you checked "yes" above, please include your parents' and/or legal guardians' full legal name(s).

1. _____
2. _____
3. _____
4. _____

BOOKS AND/OR MATERIALS ORDER INFORMATION

Current textbook information can be found online at www.k12.ttu.edu.

____ Send me all the books and materials listed for _____
 [course name(s) and number(s)] _____

OR

____ Send me the following books and materials: _____

Title	New or Used?	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Books/Materials Cost _____

Textbook Shipping Charge _____
 Add amount from chart below.

Total Textbook Cost _____

Overnight shipping will only reduce mail time and does not impact the order in which enrollments are processed.

All orders are subject to a 24-hour processing period. Orders received on weekends, University holidays, or after 2 p.m. on Fridays will not be processed until the following business day. Regardless of the shipping method selected (overnight, UPS 2nd-day Air, etc.), CODE must have adequate lead time to fill orders.

TEXTBOOK SHIPPING CHARGES

If Total Cost of Textbooks is...	Add for UPS Ground	Add for 2nd Day Delivery	Add for Overnight Delivery
Up to \$39.99	\$9.00	\$14.00	\$29.00
\$40-\$109.99	\$13.00	\$20.00	\$42.00
Over \$110	\$15.00	Call CODE Bookstore for Pricing	Call CODE Bookstore for Pricing

International Students:

If you live outside the contiguous USA, your textbook shipping charge will need to be determined by our Bookstore Manager. Call 1.800.MY.COURSE (800.692.6877) to find out the correct amount **before** you submit this form.

The University reserves the right to make changes at any time without notice. This form is valid from August 1, 2009 to July 31, 2010. Visit www.k12.ttu.edu or call 800.692.6877 for updated information.

This form may be duplicated.