

## SEAS 2020 Fall Registration Directions: Please Read and Follow

Dear Student,

Our goal is to reopen in the Fall in a way that serves the learning needs of our students and reflects best practices related to everyone's health and safety. **All SEAS 2020 Fall classes will be held online.**

**Returning Spring 2020 Students:** Complete Only Item 1 Below:

1. If you were registered and were attending a class during the SEAS Spring 2020 semester, you will need to log into the SEAS website at [seashouston.org](http://seashouston.org) and click on Forms on the Home page. Under the SEAS Forms, click on the arrow next to the left of Form 3 (HCC CE Enrollment Form). Open this file and fill out areas **except section "E"**. **The completed form must be emailed to [Seashcc@gmail.com](mailto:Seashcc@gmail.com) by August 7<sup>th</sup>.**

### First Time and Returning Students "That were Not Enrolled" in the Spring 2020 Semester

Complete Items 1 – 5 Below (Each Form must be submitted on a separate sheet):

1. Log into the SEAS website at [seashouston.org](http://seashouston.org) and click on Forms on the Home page. Under the SEAS Forms, click on the arrow to the left of Form 1 and print it out. This will provide you with all class information and schedules.
2. Under the SEAS Forms, click on the arrow to the left of Form 2 (SEAS Student Information Sheet). Open this file and complete this form in its entirety. **The completed form must be emailed to [Seashcc@gmail.com](mailto:Seashcc@gmail.com) by August 7<sup>th</sup>.**
3. Under the SEAS Forms, click on the arrow to the left of Form 3 (HCC CE Enrollment Form). Open this file and fill out areas **except section "E"**. **The completed form must be emailed to [Seashcc@gmail.com](mailto:Seashcc@gmail.com) by August 7<sup>th</sup>.**
4. Under the SEAS Forms, click on the arrow to the left of Form 4 (BOMI Enrollment and Release Form). Open this file and complete this form in its entirety. **The completed form must be emailed to [Seashcc@gmail.com](mailto:Seashcc@gmail.com) by August 7<sup>th</sup>.**
5. Under the SEAS Forms, click on the arrow to the left of Form 1 (SEAS Classroom Rules). Open this file and complete this form in its entirety. **The completed form must be emailed to [Seashcc@gmail.com](mailto:Seashcc@gmail.com) by August 7<sup>th</sup>.**
6. For new students enrolling, after filling out all the above forms found on the [FORMS Tab] or simply go to the [HOME TAB] and click on the blue hyperlink [[forms](#)] and that will give you all the directions and forms that need to be filled out completely [every field of information] along with your signed signature and email to [Seashcc@gmail.com](mailto:Seashcc@gmail.com). Then for payment processing go to the HOME TAB and click on the blue hyperlink [[2020 ONLINE FALL CLASS PAYMENT](#)]. Type in all the fields of information, place a check mark -- if first time student, place a check mark for the class you are enrolling into located in the SIGN UP COLUMN, then proceed to payment via PayPal button, or request an invoice by clicking on the JUST REGISTER button.

**As of 10/1/2020 all students must be paid in full prior to the first night of class or will not be allowed to attend a class.**