



### Registration by Proxy

In order for another person to complete the admissions, advisement, and/or registration process for you (by proxy), YOU, the student, must have that person bring the following:

1. Completed application for admission.
2. All required admission documents must be on file or submitted by the proxy, including official high school transcript, if entering high school graduate, or if college transfer official transcript(s) for all previous work attempted.
3. **Copy of your, the student's, drivers license.**
4. TSI scores, if applicable.
5. Copy of your ACT/SAT scores, or Eastfield/DCCCD test scores (if you are a new-to-college student, you will not be allowed to enroll without test scores).
6. Specific information on courses for which you want to register: course name, number, section (e.g., MATH 1314, section 4001; HIST 1301, section 4050).
7. Alternate course selection in the event your first course choice is unavailable.
8. Completed release form (see below).

Students who are unable to register in person may have another person register for them by proxy. However, in order to comply with federal laws dealing with confidentiality of official student records (Family Education Rights and Privacy Act of 1974), you, the student, must sign a release if you wish to authorize registration by proxy. This form must be completed, signed, and submitted at the time of advisement and registration. The proxy MUST have this form in order to secure registration materials. **The student (not the proxy) has the ultimate responsibility for enrollment and payment of tuition and fees.**

	Name	Student ID No.
Student		
Authorized Proxy		* The authorized proxy MUST show official identification.

#### IMPORTANT - PLEASE READ BEFORE SIGNING

I hereby grant approval for the person listed above to serve as my authorized proxy for the purpose of registering at Eastfield College. This person is authorized to have access to:

- Any and all of my records including grades, test scores, and other personal and/or confidential information required for the purpose of registering on my behalf, also including selection of courses, correction of address and telephone number, signing documents for me and the payment of tuition fees in my absence.
- Specific Record(s) Released \_\_\_\_\_
- Term/Semester \_\_\_\_\_  
(NOTE: This form is valid only for one long semester, or for Summer I & Summer II semester of same academic year)

\_\_\_\_\_  
Signature of student to be registered by Proxy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Proxy