**Instructions for Student to complete**

**CCC Registration Form using DocuSign**

1) Student will need to provide CCC representative with the following:

 a) Student’s email address and desired course(s)

 b) Parent’s/Guardian’s first and last name

 c) Parent’s/Guardian’s email address

2) CCC rep will start process by putting class information into the form, then send

 it to the student’s email.

3) Student will fill in the required boxes on the top half of the form, then sign the

 form electronically. Click on FINISH. The form will automatically go to the

 parent’s email address.

4) Parent will fill in the required boxes at the bottom of the form, then sign the

 form electronically. Click on FINISH.

5) The form will automatically go to the CCC representative to add the Student ID

number and give final check to the form. The form will then be sent to

Registration for processing. When processing is complete, the student,

parent and counselor will receive the final copy by email.

\*\*Please title email “**22SP registration <YOUR HS>**”

**Amy Hill** – CCC-Lexington Center

ahill@cccneb.edu

(308) 338-4080