

# 2023 NRA Summer Program Registration Instructions

- 1. Complete an application for admission to Lassen Community College.** This can be done online here: <https://www.openccapply.net/gateway/apply?cccMisCode=131> This will only have to be completed once. If you return for classes in the future, you will NOT have to complete this again. A digital copy is available here: <http://www.lassencollege.edu/academics/programs/gunsmithing/Documents/NRA%20Summer%20Courses%20Links/Summer%20GSS%20Application.pdf> but we encourage you to complete the online form if you are able to do so.
- 2. Complete the Lassen College Registration card** available here: <http://www.lassencollege.edu/academics/programs/gunsmithing/Documents/Summer%20GSS%20Registration%20Card.pdf> The class number, and section number are available from the college catalogue, or the NRA Summer schedule posted on the Gunsmithing Page here: <http://www.lassencollege.edu/academics/programs/gunsmithing/Pages/NRA-Summer-Program-2023-Schedule.aspx> You MUST sign your name on the student signature line. If you are completing the form digitally on a computer, you may type your name on the signature line.

**3. Pay all of your tuition and fees.** There are several ways to accomplish this: You may complete the Charge card Authorization Form available here:

<http://www.lassencollege.edu/student-services/admissions/Documents/Admissions-Records/Charge%20Card%20Authorization%20Form.pdf>

You can pay in person at Admissions & Records. If you are enrolling in Law Enforcement or Corrections armorer Courses, and your employer is paying for your registration fees, you may complete an agency billing agreement form available by request to [JHerring@LassenCollege.edu](mailto:JHerring@LassenCollege.edu).

**4. All forms should be submitted** to Admissions & Records at: [LCCAdmissions@LassenCollege.edu](mailto:LCCAdmissions@LassenCollege.edu), OR [Jherring@LassenCollege.edu](mailto:Jherring@LassenCollege.edu).

**If you need assistance in registering, or have any questions send an email to [JHerring@LassenCollege.edu](mailto:JHerring@LassenCollege.edu), or call (530) 251-8809**