



REGISTRATION BEGINS ON SATURDAY, DEC. 3RD, 10:00 A.M

REVIEW ACTIVITY GUIDE & SELECT YOUR CLASSES

Citywide Activity Guide available at community centers, libraries and online (www.sanjoseca.gov/prns). Please note any class prerequisites such as age (as of the first day of class or activity), parental participation, additional fees, supplies or equipment you must provide.

CREATE AN ONLINE ACCOUNT

RETURNING CUSTOMERS – Log into your account.

NEW CUSTOMERS – Create an online account

1. Go to www.sanjoseca.gov/prns
2. Select the “Create an Online Account” link
3. Select “Request an Account”
4. An automatic confirmation will be sent once the account has been successfully created

RESIDENT REGISTRATION

ONLINE REGISTRATION BEGINS AT 10:00 A.M. DEC. 3RD

Provides instant registration and confirmation from your computer

- Go to www.sanjoseca.gov/prns to register
- Log on or create a new account to register
- Payment must be made with a credit card (VISA, MasterCard or Discover)

*Non-Resident registration will begin Dec. 5th, 9:00 a.m.

WALK-IN REGISTRATION

Provides instant registration at your local community center

- Go to your local community center (check center for hours). to register
- Walk-in registration will also be processed during regular business hours
- Payment can be made by check, cash or credit card (VISA, MasterCard or Discover)

MAIL-IN OR FAX-IN REGISTRATION

Processing begins at the same time as online and walk-in registration

- Complete registration form. Incomplete forms may delay registration.
- Mail, fax or drop off your registration.
- Resident registration forms will be randomly processed
- Payment can be made by check or credit card (VISA, MasterCard or Discover). NO CASH.

Non-Resident Fees: A “Resident” shall mean any person who resides or owns real property within the city limits of San José. Non-Residents of San José must pay an additional surcharge as listed next to the class.

Returned Check: The City of San José will charge a processing fee for all checks returned by the maker’s bank. The check return fee will be the current established City fee. As of July 2007, the fee is \$28.

Refund Policy: Refund requests need to be made in writing, by email, or in person at any facility. Refunds will be given for each class cancellation received by the City at least 14 calendar days prior to the start of the program or class. No refunds will be made for cancellations received by the City less than 14 calendar days prior to the start of the program or class. There will be a \$10 processing fee for each activity. It may not be possible to refund the class materials charged by the instructor.

Customer Help Line: 408.793.5565

Email: SJregistration@sanjoseca.gov

Please do not hesitate to contact your local community center.

3 WAYS TO REGISTER

All online, walk-in, mailed, faxed or dropped-off registration will be treated in the same manner.

1. Online as listed above
2. Walk-in at your local community center
3. Mail-in or fax-in registration form