

# Enrollment Process

## Information Session

Complete application  
Review course selection  
Set up follow up appointments

**Pre-Employment Testing, WorkKeys**

Proof of GED or H.S Diploma

**Financial Aid**  
Educate on financial aid, FAFSA, Student Loan, SEOG, Payment Agreement

### Referrals

ABLE for basic skills refresher—students will take the TABE to determine weakest area then work with a tutor for improvement prior to retaking the WorkKeys

On-Site Study Hall for basic skills refresher—students will take the TABE to determine weakest area then work with WIN software for improvement prior to retaking the WorkKeys

TRA/TAA

### Referrals

BVR

WIA

Scholarships

VA

Monthly Progress Reports/tracking

Career Services Advisor  
One-month check up and Pre-graduation appointment

8 weeks of Job Seeking Skills

EXTERN in field of study

Industry Credential Testing  
OPACS

Placement Assistance

**Congratulations!**

Acceptance into a Full-time Business, Medical Assisting or Industrial Training Program

“I am Employed” Follow-up

Job Club  
Continued Help to Achieve Successful Employment

## Supportive Services