

ENROLLMENT CHECKLIST FOR STUDENTS WITH SPECIAL STATUS

(Students under age 18 who have not completed High School Diploma / GED)

Name _____ Term _____

ID# _____ Phone _____

Current Grade Level _____ School _____

Please follow these 4 steps:

Step 1. Take Placement Test: It is recommended the student take all three assessment tests. It is required the student take the assessment test relevant to coursework chosen.

Step 2. Obtain Advisor Approval: Take placement test scores to the Advisement Center and meet with an academic advisor to determine proper course selection and fill out the Advisement/Registration form.

Advisor's Initials	Course Code	Credit Hours	Prerequisite Completed / In Progress	

Step 3. Obtain Department Approval: Take placement test scores and this checklist to the department chairperson to request written permission to enroll in a course. The department may have additional requirements.

Course _____ Approved Denied

Chairperson Signature _____ Date _____

Course Code _____ Approved Denied

Chairperson Signature _____ Date _____

Course Code _____ Approved Denied

Chairperson Signature _____ Date _____

Step 4. Complete Registration: Take this signed checklist and the Advisement / Registration Form to Enrollment Services / Registration to complete the registration process.

Note: Tuition / Fee payment is made to the Cashier's Office. Students with special status are not eligible for federal financial aid.