

## EXTRA TIPS

**After You've Completed the Enrollment Steps,  
Don't Forget To...**

- Make sure your tuition is paid before the college's deadline, unless tuition has been deferred
- Purchase your books
- Make sure to learn where your classrooms are on campus
- Verify start dates/times of all of your classes
- Learn about resources the college has to help you succeed:
  - **Tutoring**
  - **Disability supports**
  - **Computer labs**
  - **Connections to child care**
  - **Transportation support and more**

**YOU'RE  
JUST STEPS  
AWAY FROM  
BEING A  
STUDENT  
AT A COMMUNITY  
COLLEGE**

**Enrolling in JOB SKILLS TRAINING at a  
Community College**

**A STEP BY STEP GUIDE**

# STEPS TO ENROLLING AT A COMMUNITY COLLEGE

## YOUR FIRST STEP



### APPLY

Your enrollment at a community college begins when you complete an application to become a student. The college's Workforce Education team will help you to submit your application and will guide you through the process of completing the next enrollment steps.

WHAT TO ASK: Where do I go to complete my application?

#### WHAT TO BRING ON YOUR FIRST VISIT:

1. A Photo I.D. (e.g., Drivers License)
2. Social Security Number
3. Work Authorization (if not a U.S. citizen)

## NEXT STEPS



### ASSESS

Assessment is a process which the college may use to determine the classes that are at the right level for you. It may involve assessing your skills in reading, writing, math, and English language ability.

#### Terms To Know:

**COMPASS or CASAS** – These are the names of the two tests commonly used by colleges to quickly assess incoming students' skill levels.

**Adult Basic Education (ABE)** – Pre-college courses that help students build basic skills in reading, writing and math.

**Developmental Education (Dev. Ed.)** – Pre-college courses that prepare students for college-level coursework in math and reading. Similar to ABE but usually higher level.

WHAT TO ASK: Where do I go to take a placement test?



### MEET WITH A COLLEGE ADVISOR

In this step, the college will review with you your educational goals to identify all of the classes you should take – and in what order you should take them – to meet those goals.

WHAT TO ASK: Where do I go for help selecting the right program?



## MAKE A PLAN TO PAY FOR COLLEGE

There are many sources of funding to help you pay for school including special programs for lower-income and unemployed residents.

#### Terms to Know:

**FAFSA** – Free Application for Federal Student Aid. A form that must be completed to qualify for federal and state financial aid.

**Tuition** – The amount of money paid for each credit one is enrolled in. It does not include books, fees, or equipment costs.

**Fees** – Additional costs for some classes that are not included as part of tuition.

**Funding Sources** – Basic Food Employment & Training (for those receiving food stamps), WorkFirst (for those on TANF), Opportunity Grants (for low-income students in certain high wage, high demand programs), Worker Retraining (for certain unemployed workers), WIA (for low-income students and dislocated workers in certain programs), Pell Grants (federal financial aid) and State Need Grants (state financial aid).

WHAT TO ASK: Where do I go to find out how to pay for college?



### REGISTER

Registering is the process of signing up for the specific classes you plan to take. New students may need to attend an orientation during which they will sign up for classes. You will repeat the process of registration every quarter.

WHAT TO ASK: Where do I go to register for classes?