



# 2007 - 2008 Pre-registration

- Seeking HS Credit\*
- Not seeking HS Credit

\* Credit is issued by High School Counselor

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Number and Street City State Zip

High School \_\_\_\_\_ Grade Level \_\_\_\_\_ Gender \_\_\_\_\_  
At time of course Male/Female

Phone (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

High School ID Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

* Program or Course(s)	Campus Location	Sessions	Start Date

*\* All classes are closed (except Medical Assisting) at noon on Fridays, and Auto and Diesel programs are closed all day on Fridays.. Students requiring an afternoon A/B schedule in anything except Medical Assisting courses, as determined by their high school counselor, will need to work with their counselor and parent/guardian in order to be placed in a course or study period on Friday afternoons at their school. The parent/guardian would be responsible for the student during that period of time.*

**See Reverse for Registration Instructions**

\_\_\_\_\_  
 Parent/Guardian Signature Date

\_\_\_\_\_  
 Counselor Signature (Career Counselor or Administrator) Date

\_\_\_\_\_  
 Phone Number Fax Number E-Mail Address



## High School Student Registration Process

All open entry-open exit programs and courses are open for enrollment year-round and students can begin any given day of the week. Registration materials need to be processed by noon on Friday prior to the week they wish to start. If a student has special needs to begin immediately, they may begin the same day they register.

For high school students the process for enrollment is:

- The student meets with high school career counselor.
- The counselor determines: whether the student has the aptitude to succeed in the program/course, (Curriculum is at an eighth or ninth grade reading and math level) and if high school credit is being sought by student. (The student's home high school issues the appropriate credit based on their criteria. SLTATC instructors recommend grades at mid-term and end of term.)
- The counselor helps the student fill out the SLTATC Pre-registration Form, complete with the counselor's signature. The student's parent or guardian's signature is also required and is typically obtained at the time of registration. The form can be faxed to Student Services at 493-8765 or the student can bring it with them when they come to register.
- The Student will need to complete the registration process outlined below in person at the Salt Lake Campus in the Student Services Office - Room 33, 1655 East 3300 South, Salt Lake City.
- The registration process includes the following steps:
  - Meet with Student Services personnel for an initial interview
  - Provide a completed Pre-Registration Form
  - Complete an Application for Enrollment
  - Choose a schedule
  - View the College's Orientation
  - Sign Computer Usage Form and Complete Orientation Quiz
  - Make payment for registration, course fees, books and supplies
- Once registration is complete the student is entered in the Student Information System and the School Counselor will receive a copy of the student's training plan and schedule for their records.
- The SLTATC will send the School Counselor enrollment reports weekly and recommended grade reports at mid and end term.

### Student Services Office Contacts:

<b>Viviana Aguilar</b> , Placement Specialist	493-8790
<b>Hector Cando</b> , Student Advisor	493-8714
<b>Debra Hill</b> , SIS Specialist	493-8715
<b>Ellen Lange-Christenson</b> , VP	493-8711
<b>Kathie Riddle</b> , Enrollment Specialist	493-8700
<b>Student Services Office Fax</b>	493-8765