

Adult Education Registration Process

Step	Student Task	Staff Task
1	<ul style="list-style-type: none"> ● Fill out registration form 	<ul style="list-style-type: none"> ● Check registration form ● ask for any missing information
2	<ul style="list-style-type: none"> ● Schedule appointment for interview 	<ul style="list-style-type: none"> ● Interview student and advise regarding assessment process
3	<ul style="list-style-type: none"> ● Schedule assessment ● Take assessment 	<ul style="list-style-type: none"> ● Assist student with assessment process (remote or on site)
4	<ul style="list-style-type: none"> ● Schedule a coaching/advisor appointment 	<ul style="list-style-type: none"> ● Review assessment results ● Prepare for advising appointment
5	<p>At Coaching Appointment:</p> <ul style="list-style-type: none"> ● Receive and review assessment scores ● Complete Goal Sheet ● Ask any remaining questions about assessment scores, program, classes, etc. ● Schedule classes 	<ul style="list-style-type: none"> ● Review pre-test scores and learning plan with student ● Coach student in setting learning goals and targets ● Checkout any equipment to student ● Schedule classes