



2018 - 2019 Pre-registration

Seeking HS Credit (Credit is issued according to TCSD criteria)

Not seeking HS Credit

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** _____

State Student ID # (SS ID#) _____ (Please note – this number is issued by the State, it has 8 digits and starts with a "1". It is not the student's SSN or High School ID #.)

Program:			Enrollment Period:						
_____			_____						
Length (hrs):			Start Date:						
A/B	Period	Time	Mon	Tue	Wed	Thu	Fri	Weekly Hours	
	3	8:00-9:00 AM							
	4	9:00-10:00 AM							
	5	10:00-11:00 AM							
	6	11:00-12:00 PM							
	7	12:00-1:00PM	Lunch						
	8	1:00-2:00 PM							
	9	2:00-3:00 PM							
	10	3:00-4:00 PM							
	11	4:00-5:00 PM							
	12	5:00-6:00 PM							
	13	6:00-7:00 PM							
	14	7:00-8:00 PM							
Total Hours Per Week									

 Parent/Guardian Signature Date

 Counselor Signature (Career Counselor or Administrator) Date

 Phone Number Fax Number E-Mail Address

TTECH is an Affirmative Action/Equal Opportunity Institution



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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.

For high school students seeking credit the process for enrollment is:

- The student meets with their high school counselor responsible for CTE.
- The counselor determines whether the student has the aptitude to succeed in the program/course (curriculum is generally at an eighth or ninth grade reading and math level), and if the program is eligible for high school credit. (Credit is issued following TCSD's criteria. TTC instructors post grades at mid-term and end of term into the Northstar SIS.)
- The TTech Pre-registration Form is completed and signed by the counselor. (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 248-1900 or the student can bring it with them when they register.
- The Student will need to complete the registration process outlined below.

The registration process includes the following steps:

- Meet with Student Services advisement personnel
 - Provide a completed Pre-Registration Form
 - Complete an Application for Enrollment
 - Identify a schedule
 - Attend the College's Orientation
 - Payment for required books/supplies to start the program.
- Once registration is complete the student is entered in the Northstar Student Information System (SIS) and the School Counselor will receive a copy of the student's training plan and schedule for their records.
 - The School Counselor can view enrollment, attendance, progress reports and recommended grade reports for their respective students at any time by accessing the Northstar SIS web-based program.

Student Services Contacts:

Enrollment/Advisement – Suzanne Anderson	248-1848	ssanderson@tooeletech.edu
Grades/Attendance SIS – Debra Hill	248-1842	dhill@tooeletech.edu
Administration – Ellen Lange-Christenson	248-1840	elange@tooeletech.edu
General Phone	248-1800	
Fax	248-1900	