

CPT ON-LINE INSTRUCTIONS



Sponsor:

1. Sponsor will fax a list of students they are sponsoring, along with the email addresses, and the sponsorship memo (attached) agreeing to pay all tuition and fees (\$155.00) for each student; books are to be purchased through sponsor.
2. Fax completed application packet and sponsorship memo to 435-248-1900 or scan and email to sdunn@tatc.edu.

Student:

1. Go to TATC's web page www.tatc.edu (OR request one faxed to you)
2. Click on *Future Students* tab
3. Click on *Enroll Now (Online Version)* link
4. Print out application
5. Complete the following sections:
 - a. ENROLLMENT OBJECTIVE (generally you will be an "upgrade skills" student)
 - b. GENERAL INFORMATION
 - c. DEMOGRAPHIC INFORMATION
6. Read and sign:
 - a. STUDENT RECORDS DISCLOSURE
 - b. STUDENT ACKNOWLEDGMENT
 - c. STUDENT SURVEY

All other sections are either completed by TATC or are not applicable to on-line students.

TATC:

1. Once the application and sponsoring memo have been received, the student will be entered into the Student Information System and the instructor will be notified.
 - a. Payment will be handled by credit card or invoice at time of enrollment per sponsorship memo.
2. The Health Care instructor will notify the student via email when they are enrolled and provide further instructions.

Contact Information:

Student Services Enrollment Specialist:

Stacie Dunn, phone 435-248-1841, fax 435-248-1900 or sdunn@tatc.edu

CPT Instructor:

Tiffany Vickers, phone 801-554-7083 or tiffanyvickers@yahoo.com