



# Career and College Promise Student Registration Checklist

## Career & Technical Education (CTE)

- ☐ Air Cond., Heating & Refrig. (C35100H)
- ☐ Business Administration (C25120HB)
- ☐ Global Business (C25120HG)
- ☐ Distribution Management (C25620H)
- ☐ Criminal Justice Technology (C55180H)
- ☐ IT: Workplace IT Professional (C25590HP)
- ☐ IT: Computer Programming (C25590HC)
- ☐ Culinary Arts (C551500H)
- ☐ Electrical Systems Technology (C35130H)
- ☐ Human Services Technology (C45380H)
- ☐ Medical Assisting (C45400H)
- ☐ MOA: Medical Office Receptionist (C25310H)
- ☐ Aviation Technology (C60200H)
- ☐ Sustainable Agriculture (C15410H)
- ☐ Welding Technology (C50420H)
- ☐ Computer Aided Drafting (D50150H)
- ☐ Healthcare IT Foundations (C25510H)
- ☐ Phlebotomy (D45950H)
- ☐ Nurse Aide (D45970H)
- ☐ Early Childhood Education (C55220H)
- ☐ Health and Fitness Science (C45630H)

## College Transfer Pathway (CT)

- ☐ Associate in Arts (P1012C)
- ☐ Associate in Science (P1042C)
- ☐ Associate in Engineering (P1052C)

## Early College (EC)

- ☐ Associate in Arts (A10100EC)
- ☐ Associate in Fine Arts (A10600EC or A10800EC)
- ☐ Associate in Science (A10400EC)
- ☐ Associate in Engineering (A10500EC)
- ☐ Aviation Systems Technology (A60200EC)
- ☐ Computer Integrated Machining (D50210EC)
- ☐ Early Childhood Education (A55220EC)
- ☐ Welding Technology (D50420EC)
- ☐ Cosmetology (D55140EC)
- ☐ Other: \_\_\_\_\_

College Transfer	Career Technical Education
<input type="checkbox"/> Junior or Senior	<input type="checkbox"/> Junior or Senior
<input type="checkbox"/> Weighted 3.0 GPA	<input type="checkbox"/> Weighted 3.0 GPA or Principal Recommendation
<input type="checkbox"/> Academic Readiness (See chart below)	<input type="checkbox"/> Academic Readiness (See chart below)

Test	Pre- ACT	ACT*	PSAT*	SAT*	ASSET	COMPASS	NC-DAP
English	18	18	26	480			
Writing				Composite	41	70	Composite-151
Reading	22	22	26		41	81	Composite-151
Mathematics	22	22	24.5	530			
Numerical Skills					41		7 on each section
Pre Algebra						47	7 on each section
Algebra						66	
Intermediate Algebra					41		

\*Effective Fall 2017

1. Contact Coordinator, Secondary Education to schedule additional testing if necessary
2. Complete an online COA application; COA will email student ID # and login information to student
3. Create login and access student account at Student Portal (<https://support.albemarle.edu/password>) and complete online myCourses Orientation with a 90% or higher for the course total
4. Complete COA Secondary Education Approval Form
5. Submit Secondary Education Approval Form, high school transcript (GPA 3.0 or higher), and assessment/placement documentation to Coordinator, Secondary Education.

## Career and College Promise Cheat Sheet

### **Before** classes begin:

1. Student will need to select the Career Technical Education, College Transfer, or Early College pathway.
2. Student will need to determine their eligibility and contact the Coordinator, Secondary Education for additional testing (if necessary).
3. Student will need to complete an online COA application on the COA website at: <http://www.albemarle.edu/apply-register/degree-seeking-credit-students/high-school-students/>, click the **Apply Now** link.
4. After completing the application, student will receive an email from the college with their Student ID# and instructions on how to create their login and access their account at the Student Portal (<https://support.albemarle.edu/password>).
5. Once the student creates their COA login they can access their myGmail, myWebAdvisor, and myCourses (the college's online education software). Please note, student accounts are created one business day after the application has been accepted.
6. Student must complete the online myCourses Orientation in myCourses. Student will need to review the information in the course and complete Orientation with a 90% or higher for the course total. Student can access myCourses directly at <http://mycourses.albemarle.edu>
7. Complete Secondary Education Approval Form.
8. Submit Secondary Education Approval Form, transcript (GPA 3.0 or higher), and assessment/placement documentation to the Coordinator, Secondary Education.

### **After** classes begin:

Student will need to log into **each** course he/she is taking at <https://mycourses.albemarle.edu> and complete the "FIRST DAY ACTIVITIES" in order to establish their attendance verification in their online course so they will not be dropped from the class. If student does not complete the assignment for each online course by the date specified in the course, he/she will be removed from the course.

If you have any questions or concerns please contact the Coordinator, Secondary Education (Derek Meredith, [derek\\_meredith@albemarle.edu](mailto:derek_meredith@albemarle.edu)).

If you have questions or concerns about any of the technical services, please contact the Distance Education Coordinator ([disted@albemarle.edu](mailto:disted@albemarle.edu)).