

Dear Future Emily Griffith Technical College Student,

**\*\*PLEASE READ\*\***

We are looking for students who want to make a commitment and understand the expectations that it takes to start taking courses to pursue a program with us.

**We want you to understand that you will need to meet the required criteria for your application to be approved. Your high school attendance suggests that you will be punctual and able to meet attendance requirements of your desired program. Your behavior in class indicates you can be a productive member of a fast-paced learning environment shared with adult students.**

Students can apply to EGTC at age 15 and start taking courses in most programs. Age restrictions for our programs in the College of Health Sciences and Administration are: Nurse Assisting 16+ and Dental Assisting, Medical Assisting 18+.

**1. Meet with your high school counselor**

- [Current course catalog](#)
- [Explore our programs](#)
  - i. Review *program checklist* found on each specific program webpage.
- Complete ICAP (individual career & academic plan) with your high school counselor.
- Your counselor will check our Program Start Dates to see if it aligns with your high school schedule.

**2. Submit application - [CLICK HERE](#)**

Student Information

- Add full, legal name
- Preferred name means the name you want to be called that isn't your first name
- Add Social Security number (if applicable)
- Use a personal email address that you regularly use. Your school email address will eventually be obsolete once you graduate high school and we won't be able to contact you.

**3. Sign and submit CE agreement form**

- Receive this form from your high school counselor.
- Student, parent/guardian, H.S. Counselor and/or admin signatures are required.
- This is an understanding of commitment and expectations between all parties.

4. **Meeting Program Requirements - [LEARN MORE](#)**

- Test score assessment that shows college readiness OR
- Through the [EdReady Learning Path](#) an alternative way to show program readiness to take a college program.

5. **Application Approval**

- Once steps 1-4 are completed then your EGTC application will be approved.
- An approved application will make you eligible to register for the program you have applied for and what is stated on your concurrent enrollment agreement form.
- A link to the registration request form will be sent closer to the email you provided in your application. ***Make sure you are checking your email regularly for communication from Emily Griffith Technical College!***

6. **Registration Request Form**

Before submitting a request you must know which program you have been approved for and what cohort aligns with your schedule. If you submit more than one request neither of your requests may get granted.

- Complete form during the specified registration window for your best chance to get into the cohort of your choice.
- Check spelling & accuracy of your email address and phone number.
- Make sure you are choosing the correct cohort that was discussed between you and your counselor.
- Registration is done manually and can take up to 4 days to process. Please be patient as you wait for a follow-up email from the concurrent enrollment outreach coordinator regarding your registration status.

7. **Registered vs Waitlisted**

- Registration has been accepted!
  - i. You will receive a “Welcome to Emily Griffith Technical College” email to the one provided on your application.
  - ii. Set up a 1-1 mandatory, in-person meeting with the concurrent enrollment outreach coordinator. A link is given in the welcome email.
  - iii. Not attending the meeting can result in your registration being terminated.
- Waitlisted
  - i. If the cohort you have chosen has reached capacity in your desired program the student will be placed on a waitlist.
    - 1. If we have a student within a cohort drop the program we will offer the spot to a student on the waitlist.
    - 2. Once the offer is emailed the student has 24 hours to accept the offer. If we do not receive a response within that time frame that offer will expire.

**Do you have questions, thoughts or concerns regarding this process?**

**Reach out to your high school counselor and/or the Concurrent Enrollment Outreach Coordinator by email: [concurrent.enrollment@emilygriffith.edu](mailto:concurrent.enrollment@emilygriffith.edu).**