

## **How to Enroll in an Adult Education program at GJCTC**

Once you have decided to enroll in a career in a year program, follow these steps:

1. Call the adult education secretary at (814) 266-6073 x 201 to set up a date and time for the registration interview. This interview will take approximately 45 minutes to one hour and is mandatory.
2. You must have a high school diploma or GED. Students are responsible for contacting their high school and having an official transcript mailed to GJCTC.
3. Be prepared to bring the \$100 registration fee with you to the registration interview. This fee must be paid before your interview begins and is non-refundable. Payment of this fee secures your seat in the class and will be deducted from your tuition once you begin your program.
4. During the interview, which is conducted by the adult education career coach, school policies and procedures will be reviewed. Additionally, any entrance requirements you must complete will be reviewed. You will also have the opportunity to ask questions about the program and/or the school.
5. After your interview, you should begin the application process for financial aid (if applicable).
6. Once all requirements are met, you will receive a letter of acceptance from the Supervisor of Adult Education.
7. Students enrolling in daytime intergenerational programs are required to submit applications for the Act 34 criminal background checks and Act 151 Child Abuse Clearances. In addition, if you have not been a Pennsylvania resident for the past two years, you will be required to apply for an FBI fingerprint and criminal history report. More information about background checks will be given to you at the interview.

Students interested in a short-term programs should call (814) 266-6073 x 201 for registration information.

Call 814-266-6073 x 201 if you have additional questions.