

STUDENT/HIGH SCHOOL APPLICATION PROCEDURES:

OCTOBER - JANUARY

1. Application portal for next school year opens October 1st.
2. Current sophomore, junior, and senior students may apply. (Tuition is required for students who graduate/obtain GED before finishing the program or who reside outside West-MEC district boundaries)
3. Student/parent/counselor research programs of interest.
 - a. Attend West-MEC Central Program Open Houses (October – December).
 - b. Review Central Program Information Sheet(s) for chosen career pathway.
4. Student completes on-line West-MEC application.
5. Student or parent/guardian prints the application.
6. Student and parent/guardian sign application prior to submitting to the high school counselor.
7. After all 1st semester grades have been posted to transcripts, high school counselors review all received student applications to ensure a complete packet.
8. Counselors do the following to prepare a complete application packet:
 - a. Attach a transcript inclusive of work in progress to demonstrate completion of requirements.
 - b. Complete and attach the rubric to the application.
 - Total possible points = 70
 - Students scoring 34 or below are placed on a Student Success Action Plan for possible future placement.
 - c. Complete and attach student action plan/Accuplacer Reading score, if applicable
 - d. Sign application noting student is eligible to attend, and that the program location and session time are correct.
 - e. Charter/Online/Private/Homeschool applicants must attach proof of residency.
 - f. Submit the completed application packet for each student to the local director for review. (Charter/Online/Private/Homeschool packets are submitted to studentservices@west-mec.org)
9. Member districts only - Local Director verifies all information included in application and signs the application
 - a. Priority Enrollment - Local Director submits all paper application packets for his/her district to West-MEC by designated February deadline
 - b. Applications are accepted after priority enrollment and students are placed in program or on wait list.

WEST-MEC APPLICATION PROCESSING:**FEBRUARY**

1. West-MEC reviews all applications for eligibility criteria and notifies schools/districts if application is not complete or not eligible.
2. West-MEC allocates seats by program/location/session based on the number of complete/eligible applications received.
3. West-MEC creates and shares a Google Doc with each district (including one Google Doc for all charter/online/private/homeschool students) listing all students eligible to register.
4. West-MEC allocates seats by program/location/session.

STUDENT/HIGH SCHOOL REGISTRATION PROCEDURES:**MARCH**

1. Using allocation numbers, member districts select the students in their district to receive acceptance/registration letters based on enrollment priorities and rubric scores. (West-MEC selects for charter/online/private/homeschool.)
 - a. Priority for two-year programs: Sophomore, then Junior, then Senior
 - b. Priority for one-year Junior/Senior programs: Sophomore/Junior, then Senior
 - c. Priority for one-year Senior-ONLY programs: Junior then Senior
 - d. Priority for EMT- Current Junior. (Senior if applying for spring of Senior year.)
2. Districts color code (yellow) Google Doc to identify accepted students.
3. West-MEC reviews completed Google Docs and delivers registration and wait list letters to districts.
4. Member districts distribute letters to high school counselors.
5. Students receive registration letters or wait list letters from their high school prior to registration, with guidance as to how to complete the registration process.
6. Students complete and PRINT all online registration paperwork.
 - a. Students who participate in the Free/Reduced Lunch program may apply for the West-MEC Student Assistance Grant to assist with registration fees; due two (2) days prior to registration.
 - b. Families are encouraged to pre-pay initial registration fees online.
 - c. Additional grants are available after registration.
7. Students register for West-MEC programs and pay associated registration fees.
 - a. Bring all signed enrollment paperwork.
 - b. Bring all additional documents listed on page one of enrollment paperwork.
 - c. Partner programs through the community colleges - Bring additional signed college enrollment paperwork.

WEST-MEC REGISTRATION PROCEDURES:

APRIL - JULY

1. After registration events on each Central Program Campus are completed, West-MEC takes over placement of students in programs - follows enrollment priorities and rubric scores for placement.
2. Additional applications received are sent to specific campuses for processing.
3. West-MEC campuses review all applications for eligibility criteria and notify schools/districts if application is not complete or not eligible.
4. West-MEC campuses notify students with complete/eligible applications to offer a seat or place on wait list.
5. West-MEC campuses add complete/eligible applications to Schoolmaster.
6. West-MEC campuses add complete/eligible applications to Google Doc through the end of May.
7. Registrar sends lists of registered and continuing students to high schools in mid-July.

MANDATORY ORIENTATION FOR STUDENTS AND PARENTS:

JULY-AUGUST

1. All programs will hold mandatory orientations.
2. Students who do not attend and do not notify West-MEC may lose their seat in the program.
3. West-MEC will continue to call students on the wait list to fill empty seats through the first week of class except in the following hours-based programs: Aviation, Hairstyling, and College Partner Programs (Aesthetics, Cosmetology, EMT, Fire Science, and Massage Therapy).

ADDITIONAL RESOURCES AVAILABLE AT <https://west-mec.edu/enrollment-information/>