Facilitation Intake Process for HS Online Student schedules testing and facilitation acilitator appointment is scheduled. Student is given a Computer Student takes TABE (Locator/Survey) Student sets up TABE appointment and is Literacy Checkpoint card & must complete prior to facilitation Angela, Campus TA 8 reminded of term fees. All prior students must and is reminded of term fees. appointment to receive an email from Suzanne as evidence of Yoly input test scores. retest if scores are over 6 months old. emonstrating that the online environment is the right fit for then facilitator registers student for ADNCFEE fee code for online. Reviews and completes Student meets with facilitator tandard facilitation process Student Pays Fee (Entrance Interview & paperwork). Facilitator reviews scores, determines eligiblity and if classes are available. Facilitator reads E-Learning Student Agreement to student and elborates on critical sections. Facilitator isks for best contact phone and email address, stressing the importance of a student having a functioning email address that is checked often. Facilitator shows student the E-Learning Student Guide and informs the student that this document will be emailed to the address given once the student pays fee and is registered for the course. Discusses enrollment Facilitator explains that the links to set up email, Blackboard password, login to Orientation, etc. are shared on options. Student indicates this important document. preference for online. All of this is also reviewed during the Online Orientation. acilitator reminds student of the mandatory orientation and explains that the student will not be able to begir classes until the orientation is completed. Orientation information found here: http://aecp.irsc.edu/online Facilitator registers student into online class and sends all information in an email to Gale, respective teacher, & Vicky. LeeAnn may offer Online Orientation leading the students to their teacher and Blackboard. ale enters student into Student is permitted to begin class. Welcome call Mondays. See calendar to confirm: ale e-mails "Welcome to Orientation" email to

Student Guide and reminder for Orientation).

Intake Process - HS Permission / Credit Recovery Online

