

## Adult Student Enrollment Process Checklist

**(FEB-APR)** Visit the [CLASS OFFERINGS](#) menu item at CTEWORKS.com and learn about [courses available to adults](#), [applicable fees](#), as well as their specific learning experiences and requirements.

**(APR)** Request your course **starting Apr. 1<sup>st</sup>** follow instructions found at CTEWORKS.com under [REQUEST A COURSE](#) menu option.

**(JUL) Starting Jul 1<sup>st</sup>.** Students can [review instructions and login to the course request system](#) to view enrollment status. Enrollment status will NOT be provided by phone or email to protect student privacy.

**(JUL)** Students can [login to the course request system](#) to **make initial payment by Jul 15th**. Payments MUST be made ONLINE.

**(JUL)** Download Academic Calendar for your course. Calendars for each location are available at CTEWORKS.com under [Dates and Events](#) and on the course website under [CLASS OFFERINGS](#).

**(JUL)** Begin immunization processes as required by course. Information about required immunizations can be found under [Parent and Student Resources](#) menu item at CTEWORKS.com or on the course website under [CLASS OFFERINGS](#).

**(JUL-AUG)** Purchase necessary dress code items as required by course. Information about dress code requirements can be found under [Parent and Student Resources](#) menu item at CTEWORKS.com or on the course website under [CLASS OFFERINGS](#).

**(JUL-AUG)** Teachers will send a welcome letter with information about the first day in late July or Early August to the email on file when the course request was made.

**(AUG)** Courses start. Complete and return paperwork provided by teachers. Information about online access to CTEWORKS Aeries Portal will be sent via email.

**(SEP)** Students can [login to the course request system](#) to **make FINAL payment by Sep 15th**. Payments MUST be made ONLINE at CTEWORKS.com.



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### Adult Enrollment Frequently Asked Questions

**Is there a fee for students from other organizations and adult students to attend a CTE WORKS course?**

Yes. These students are responsible for all fees related to attending a course.  
[Click here for fee information.](#)

**What is the enrollment selection process for CTE WORKS?**

A CTE WORKS Admissions Team comprised of various stakeholders reviews each course request and enrolls students using a proprietary selection process.

**Who makes the decision for enrollment?**

Enrollment in CTE WORKS is decided by an Admissions Team comprised of various stakeholders and confirmed by CTE WORKS administration. The selection process ensures regional equity and accessibility of our programs.

**What is considered in the selection process?**

CTE WORKS is a unique hands-on learning environment where students apply their academic skills into practical work based skills. Students are considered based on several proprietary indicators that determine their likelihood of success in our programs. Selection is also based on providing equitable student enrollment to all schools and programs we serve.

**Do the instructors or counselors decide who gets into the course?**

NO. Instructors do not select students enrolled in the course.

**Who confirms enrollment in the course?**

Enrollment can only be [confirmed online by following the instructions](#) to check enrollment status.