



Registration Check-list

Term: _____ Year: _____

STUDENT INFORMATION	_____	_____	_____
	Last Name	First Name	Initial(s)
	_____	_____	_____
	Student ID #	Email Address	Phone #

STEPS TO FOLLOW:

1. Start by getting a copy of the Class Schedule from the front-desk or counselors.

2. Financial:

a. **Financial Plan** (signed by Jeelyn/Gene) _____

b. **Enrollment Agreement** (signed by Jeelyn/Gene) _____

c. **Payment** (signed by Jeelyn/Miako/Pauline/Irma/Lin Ling/Gene) _____

3. **Documents for International Students (if needed)** (signed by Martha/Mana/Manuel) _____

4. **Records Documents (if needed)** (signed by Bunmi/Martha/Mana/Manuel) _____

5. **Student Life (other issues)** (signed by Martha/Mana/Manuel) _____

6. **School ID cards** (instructions given by Martha/Mana/Manuel) _____

7. **Student Fee** (signed by Martha/Mana/Manuel or if counselors are not at school Gene/Pauline/Jeelyn) _____

8. **Registration** (signed by Martha/Mana/Manuel) _____

ADDITIONAL STEPS FOR NEW STUDENTS:

1. **Health Insurance proof or waiver form** (signed by Martha/Mana/Manuel) _____

2. **Missing Admission Documents (if any)** (signed by Martha/Mana/Manuel/Jankel/Kristine) _____

3. **I-20 stamped, Form I-94 copy, New Student Arrival Form (international students only)** (signed by Martha/Mana/Manuel) _____

4. **ESL Testing** (test taken at testing center) (signed by Martha/Mana/Manuel) _____

5. **Student Information Release Form** (signed by Martha/Mana/Manuel) _____