

PROCEDURES FOR REGISTERING STUDENTS

Below you will find a Quick Re-Cap of the EI Student Enrollment Procedures. It is important to be aware that enrollment occurs in two different timeframes and the procedures change accordingly. The timeframes and procedures are:

(Late October – January 10th)

•the **PRE-REGISTRATION period:** (Prior to the start of classes)

1. You must determine the status of the student:
#A. **Continuing** or #B. **Returning /New**
2. If **Continuing**, the student can pre-register at the appointed date & time stated on their “*Permit to Register*” or if they have no “*Permit to Register*”, they can call an EI office to obtain their registration information.
3. If **Returning/New**, the student must fill out an Emeritus Application* and mail it to A & R at Saddleback College. After about 1 week, if they have not received anything back from A& R, they can call an EI office.

(January 11th – Early April)

•the **LATE ADDs period:** (Throughout the semester)

1. You must determine the status of the student:
#A. **Continuing** or #B. **Returning /New**
2. If **Continuing**, the student needs an *APC* from you, the INSTRUCTOR. He or she should write their Name & Student ID # (or birth date) on it and give it back to you. You must then write the date the student first began attending class on it, and send/deliver it to either EI office or Saddleback College (A&R) for processing.
3. If **Returning/New**, the student must fill out an Emeritus Application* and give it to you, the INSTRUCTOR. You need to then staple the APC to it and send or deliver both to either EI office or directly to A&R for processing.

*The Application is available at facilities, on the EI website and with all EI Instructors.

If you need more information, copies of EI Applications or instructions on downloading APCs, please refer to your In-Service Packets or let me know.

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