

STUDENT/HIGH SCHOOL APPLICATION PROCEDURES:

OCTOBER - JANUARY

1. Application portal opens in October.
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 located at west-mec.org.
4. Student completes on-line West-MEC application at west-mec.org.
5. Student or parent/guardian prints the Application Verification Form (AVF) from their email.
6. Student and parent/guardian sign the AVF prior to submitting the form to a high school counselor.
7. After all 1st semester grades have been posted to transcripts, high school counselors review all received student AVFs.
8. After reviewing the AVF, counselors will do the following in the Focus software: *
 - a. Upload a transcript inclusive of work in progress.
 - b. Complete the electronic rubric.
 - Total possible points = 70
 - Students scoring below 42 should complete and sign a Student Success Action Plan for possible future placement.
 - Upload the completed Student Action Plan/Community College Reading score (if applicable).
 - c. Charter/Private/Homeschool applicants must provide proof of residency.*
 - d. Submit the AVF to the Local Director for review (for Member Districts only).

*Homeschool/Charter/Private applicants will work with West-MEC to get the information uploaded. You will receive an email with further instructions from application@west-mec.org

9. **Member Districts ONLY** - Local Director verifies all information and signs the AVF.
 - a. Priority Enrollment Deadline - Local Director submits all paper AVFs for their district to West-MEC by February 4, 2022.
 - b. Student AVFs received after priority enrollment are automatically placed on a waitlist and will be contacted if an opportunity becomes available.

WEST-MEC APPLICATION PROCESSING:

FEBRUARY

1. West-MEC reviews all received Application Verification Forms for eligibility criteria
2. West-MEC allocates seats by program/location/session based on the number of complete/eligible applications received.
3. West-MEC provides allocation numbers.

MARCH

1. West-MEC ranks applications by grade priority and rubric score.
2. West-MEC informs students of acceptance or waitlist status by email and letter.
 - a. This information is also sent to member districts
 - b. Accepted students receive registration instructions.
3. Students complete all online registration documents.
 - a. Grants are available during registration for select programs.
4. Students register for West-MEC programs and pay associated registration fees.

APRIL - JULY

1. West-MEC Student Services updates program seat availability based on completed registrations, reranks students by rubric score, and updates waitlist. New acceptance letters are sent out.
 - a. New applications are reviewed and placed when seats are available.
 - b. Waitlists will continue to be updated and maintained when applicable.
 - c. West-MEC will provide a list of registered students to member districts monthly.
2. Registrar sends lists of registered and continuing students to high schools.

MANDATORY ORIENTATION FOR STUDENTS AND PARENTS:**JULY-AUGUST**

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

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