



General College & Project REACH Enrollment Checklist

- A. This process should be followed once the departments have approved of employee participation in training.
- B. Adjustments to this process will be made based on affiliate need/procedures.
 - 1. Meet with your Career Coach all throughout this process.
 - 2. For high school graduates w/no college courses work with your career coach to sign up for the college entrance exam (accuplacer exam).
 - 3. Obtain the College application for admission by requesting one from the Admissions Office, directly from and admissions counselor, or on- line.
 - 4. Request official (sealed) transcripts from former high school and/or colleges. Transcripts should be sent to the College that you are planning to go to. They should have an Office of Records and Registration or you should hand deliver them un-opened.
 - 5. Submit and Pay the application fee at the Bursar's Office.
 - 6. Talk with a college counselor re: courses for the upcoming term and the need to secure a bill or invoice from the college for Project REACH.
 - 7. After speaking with a counselor contact your career coach to go over your course plans for the semester. Pick up a tuition assistance form from your Benefits office and get all of the appropriate signatures. Provide your coach with a copy of your tuition assistance form and a copy of your tuition bill.
 - 8. Your coach will provide the Project REACH office with the information for your Service Commitment Contract, and you will be contacted to schedule an appointment with Yariela Kerr-Donovan, Manager, Project REACH, Human Resources, 550 Building suite 401.
 - 9. The Project REACH office must be in receipt of your tuition assistance form and your tuition bill before you can sign the service commitment contract. You will not be able to proceed with Project REACH support unless we have those documents.
 - 10. At your appointment you will review the Service Commitment Contract for the Project REACH program and sign it. It is at this juncture that employees are officially enrolled in Project REACH.
 - a. Signatures required include:
 - i. Current department/affiliate leadership
 - ii. Pamela Paulk
 - iii. Employee
 - b. Once all signatures are secured, copies will be provided for each person.



11. If you requested tuition advancement, you should contact your Benefits Office within a couple of weeks of submitting your tuition forms to find out if your check is ready. The check will be made out to the college you are attending, and it is your responsibility to deliver the check, plus your own payment for fees, to your college, via mail or in person.
 - a. May differ for affiliates – follow their benefits tuition assistance procedures
12. At the end of your semester, immediately forward a copy of your grades to your Benefits Office and to your career coach. Please note “Project REACH” on your grades.
 - a. May differ for affiliates – follow their benefits tuition assistance procedures
13. Please keep your Supervisor and your Career Coach informed about your progress throughout the semester, and your plans for the next semester.

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