

Update on Aug 2011

Key Points to share with students lined up on High School “Appointment Setting” days

- Our print information states that High School Appointment Setting Days start at 8:00am. But, it is good to let students know that people do arrive early for limited spots. We should not tell people what time to arrive because we cannot guarantee anyone a spot – this is “first come-first serve”. Once we fill our available slots, we will need to turn others left in line away. Numbers will be given to those first in line so as to create a fair and equitable process. We almost always give out all the numbers for available slots before 8:00am – we have learned that people arrive very early on Appointment Setting days to ensure that they ‘get in’
- the SCE High School diploma program is in high demand and very impacted – sometimes there are NO seats in our labs. For you the student, this means limited opportunities to enroll. Now we are only admitting NEW students at beginning of a term – we are no longer “Open Entry” for high school diploma
- we are an adult education program – you must be 18 years or older to enroll. We DO NOT accept minors
- today, the Appointment Setting day, you MUST have
 1. an SCE student ID #, or access #, for us to be able to make your appointment for orientation.

If you have an access #, please have your valid photo ID out
 2. your **OFFICIAL, sealed transcript(s)** of ALL previous high school work
We will take your transcript today and open it. If we see that it is marked “Unofficial” we will ask you to get another Official transcript BEFORE your Orientation day. You may have to go directly today to your previous high school and request an **official, sealed transcript** or a RUSH order. If you cannot bring an Official transcript to your scheduled Orientation, we cannot admit you
- *explain the process for matriculation:* 1.) today you are making an **appointment only** for orientation, 2.) next you will come for orientation/assessment – plan on approx 4 hours for this session, 3.) at end of this testing, we will make your next appointment, to meet with a counselor – this could take up to 3 or 4 weeks, 4.) while you are waiting for your counseling appointment, we will have your transcript evaluated by our Evaluators, 5.) you will return in 2 to 4 weeks for your counseling appointment and after that you can usually begin your studies in the HS lab (Anaheim lab will next schedule you for an “Intake”). If you receive an appointment for Orientation, you are receiving many “up front” services from our school
- if you are an **immigrant** to the US and you completed your high school diploma in your country, you may not need to re-do a diploma here in the U.S. – this depends on your current employment or educational goal. Before you go through orientation and testing we recommend you meet with one of our counselors first to discuss your goals and develop a plan
- If English is not your first language, we recommend that your English reading ability be at our Intermediate High level before you attempt the high school diploma studies. If you are just beginning to learn English we highly recommend that you begin with taking one of our ESL classes. The diploma program is taught all in English and you must have strong English reading skills – this is not the place to learn English as a language
- Once students start at one of our campuses, we **do not allow Transfers** to another SCE campus – so make sure this is the campus you want to attend

- If you were enrolled before in our high school program, and you STARTED your studies in the lab, you may be a “**Returning**” or “**Continuing**” student. Please check with us before making this appointment as you may not need to be re-tested, or to go through all this again!
- Once you have your Orientation appointment – ARRIVE ON TIME ! We must start our session on time and we do NOT admit late comers – there are NO options to reschedule a missed Orientation. This means it is advisable to plan extra time on Orientation day to **park** at the campus
- **Follow Through – is VERY important.** If you do the orientation, we will evaluate your transcripts and you will be scheduled to see a counselor. But if you NEVER start your studies in the lab, we do not consider you to be an **enrolled** student – and we will shred the records you are giving us today. If you come back, you will have to start all over again and request another official transcript. The only way we can keep your records is if you begin your studies – so please do begin. There are very few entry points being offered to this program so take advantage of the fact that you are here today, spending this time and taking care of this.