



## STUDENT ENROLLMENT CHECKLIST

### STEP ONE – PRE-ENROLLMENT

- \_\_\_\_\_ Obtain Lively Technical Center's Enrollment Packet.
- \_\_\_\_\_ Complete Pre-Enrollment Form.

### STEP TWO – APPLY FOR FINANCIAL AID

- \_\_\_\_\_ Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (Lively Technical Center Code - 013997).
- \_\_\_\_\_ \*Please wait seven days and contact the Financial Aid Office at 850-487-7592 to verify receipt.
- \_\_\_\_\_ The following documents may be required: tax return, driver license, social security card, and proof of Florida residency for 12 months.

### STEP THREE – ASSESSMENT TESTING

- \_\_\_\_\_ All students must complete the TABE Test prior to enrollment. TABE Test scores are valid for two years.
- \_\_\_\_\_ \*Please see the school catalog for a complete list of acceptable alternative testing and/or exemptions.
- \_\_\_\_\_ Testing is available in Student Services Monday - Friday from 8:00 AM to 4:00 PM daily.
- \_\_\_\_\_ Bring a picture ID and allow two to three hours to complete the test (full battery). If partial testing is needed, then you may arrive no later than 2:30 PM. If unsure, contact Testing at 850-487-7467.
- \_\_\_\_\_ Testing Fee is \$20.00. Payment is due prior to testing at Registration in Building 8. Acceptable forms of payment as follows: Cash, Visa, MasterCard, money order and/or cashier's check.
- \_\_\_\_\_ Students will be provided test scores upon completion.

### STEP FOUR – VISIT STUDENT SERVICES

- \_\_\_\_\_ All new students are required to meet with an Advisor prior to enrollment. Call to schedule an appointment with Student Services at 850-487-7473 or visit Student Services in Building 9.
- \_\_\_\_\_ Bring Student Enrollment Packet and test scores with you.
- \_\_\_\_\_ Review your goals and match them with a Lively Technical Center program.
- \_\_\_\_\_ Work together to develop a plan of action and complete final enrollment paperwork.
- \_\_\_\_\_ If you have applied for Financial Aid, visit Financial Aid to complete enrollment process. If not, skip step 5 and proceed to step 6.

### STEP FIVE – VISIT FINANCIAL AID OFFICE

- \_\_\_\_\_ Bring Enrollment Packet and all documentation utilized for completing the FAFSA application with you.
- \_\_\_\_\_ Documentation must be verified by Financial Aid. At this time, eligibility will be determined.
- \_\_\_\_\_ Complete Enrollment Packet.

### STEP SIX – REGISTRATION (CONGRATULATIONS! YOU ARE NOW READY TO REGISTER!)

- \_\_\_\_\_ Bring completed Enrollment Packet to Registration in Building 8.
- \_\_\_\_\_ Acceptable forms of payment as follows: Cash, Visa, MasterCard, money order and/or cashier's check.
- \_\_\_\_\_ Or, Financial Aid deferral.