

CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEPS TO ENROLL

NEW STUDENTS:
Complete Steps 1—5

1 APPLY ONLINE OR IN-PERSON

- ⇒ New students apply to the school at www.sce.edu
- ⇒ Or visit the Admissions and Registration Office at any SCE Center

2 ORIENTATION

Orientation is an overview of the institution, its student services, the support programs and the school's expectations of the students. New students are required to complete an online orientation in order to enroll in the following Career Technical Education (CTE) Certificate Programs:

- ⇒ Administrative Assistant
- ⇒ Early Childhood Education
- ⇒ Electrical Trainee
- ⇒ Funeral Service Assistant
- ⇒ Medical Assistant
- ⇒ Pharmacy Technician
- ⇒ Quality Assurance Management

3 ASSESSMENT

Assessment is a test to determine your current proficiency in a particular subject. Students must complete an assessment to enroll in the following:

- ⇒ Administrative Assistant: BUSN/320, BUSN/340
- ⇒ Early Childhood Education: ECE/136, ECE/140
- ⇒ Electrical Trainee: ELET/140
- ⇒ Funeral Service Assistant: FSRV/100
- ⇒ Medical Assistant: MEDO/260, MEOC/104
- ⇒ Pharmacy Technician: MEOC/104, MEOC/130
- ⇒ Quality Assurance Management: BMGR/645

4 REGISTRATION

CTE online registration will open at 7:30 a.m. on the following dates for the 2017 Fall Term:

- ⇒ Medical Assistant Certificate Program —Wednesday, August 9, 2017
- ⇒ All other CTE Certificate Program Classes—Tuesday, August 15, 2017

5 COUNSELING

- ⇒ Meet with a counselor by appointment
- ⇒ New students must meet with a counselor during their first term to develop a Student Educational Plan
- ⇒ Returning students are highly encouraged to meet with a counselor to update their Student Educational Plan

RETURNING STUDENTS:
Complete Steps 4—5 (and 3, if necessary)

For more information, call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.

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FIVE EASY STEPS TO ENROLL

1 APPLY FOR AN SCE BANNER ID

Apply online at www.sce.edu or visit any SCE Admissions and Registration office. You will need a BANNER ID number **before** you can complete Step 2.

Do not wait until registration opens to apply for a BANNER ID as the process may take up to 48 hours before you receive your ID number. If you apply in person, you will receive your BANNER ID immediately.

2 COMPLETE A REQUIRED ORIENTATION

Once you have a BANNER ID number, new students must complete a REQUIRED orientation for the CTE Certificate Programs. Students should plan to complete the CTE online orientation at least 24 hours in advance of the first day of online registration to ensure that they are approved to register.

- A. **Visit myGateway** at mg.nocccd.edu. Use your **BANNER ID** and **PIN** to log-in.
- B. In the top left corner of the screen, click on the **SCE** tab.
- C. In the **SCE Orientations** box, select the SCE Online Orientation for the certificate program you want to enroll: **Administrative Assistant, Early Childhood Education, Medical Assistant, Pharmacy Technician, or SCE General Orientation.**
- D. Follow the directions and complete all sections of your selected certificate program's **Online Orientation** and **pass a series of short quizzes**. NOTE: If you do not pass the Online Orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register. You can take the Online Orientation several times to successfully complete and pass.
- E. **24 hours after** you successfully pass the **Online Orientation, you will be eligible to register** for classes in the certificate program. The Online Orientations are unique to each SCE Certificate Program. You must take and pass the Online Orientation for the certificate program in which you wish to enroll.
- F. Although you have successfully passed the Online Orientation, **some classes also require completing an Assessment (step 3) and you will also still need to register for classes (step 4).**

3 COMPLETE A REQUIRED ASSESSMENT

Students are assessed in reading and mathematics. Students enrolled in the Administrative Assistant, Early Childhood Education, Electrical Trainee, Funeral Service Assistant, Medical Assistant, Pharmacy Technician, and/or Quality Assurance Management for Medical Devices Certificate Programs must complete an assessment to register for certain CTE classes. See the next page for dates and times to take the assessment.

4 REGISTER ONLINE FOR 2017 FALL TERM COURSES

2017 Fall Term Online Registration opens on these dates at 7:30 a.m.:

- Medical Assistant Certificate Program: Wednesday, August 9, 2017
- All other CTE Programs: Tuesday, August 15, 2017

See page 5 of this printed class schedule for more information on how to register online using myGateway.

HELPFUL TIPS:

- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on both August 9, 2017 and August 15, 2017.
- **FIRST TIME REGISTERING ONLINE?** See page 3 of this class schedule for details about Online Registration Workshops and see page 4 for a helpful worksheet.

5 COUNSELING

All new students wishing to complete a CTE Certificate Program must meet with a counselor by the end of their first term at SCE to develop a Student Educational Plan. The Student Educational Plan will help you reach your educational goal(s). It is an individualized list of program requirements needed to obtain a certificate.

It is highly recommended that returning students meet with a counselor to update their Student Educational Plan.

For more information, call the Career Technical Education Program Office at 714.808.4915. To make an appointment with a counselor, call the Student Success and Support Program Office at 714.808.4682.

EVERY DAY COUNTS AT SCE!



Attending **every** class meeting is important for all SCE students.

Your consistent attendance helps you achieve your goals of learning a new skill, earning a diploma or certificate, or transferring to college.

See you in class!

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STEP 3: COMPLETE A REQUIRED ASSESSMENT

Assessments are required before registering for the following classes:

Administrative Assistant Certificate Program—BUSN/320, BUSN/340
Early Childhood Education Certificate Program—ECE/136, ECE 140
Electrical Trainee Certificate Program—ELET/140
Funeral Service Assistant Certificate Program—FSRV/100
Medical Assistant Certificate Program—MEDO/260, MEOC/104
Pharmacy Technician Certificate Program—MEOC/104, MEOC/130
Quality Assurance Management Certificate Program—BMGR/645

Select and attend ONE assessment session from the following dates and times:

AUGUST Anaheim Campus Room 606	Tuesday, August 1, 2017—10 a.m. Wednesday, August 2, 2017—6 p.m. Monday, August 7, 2017—10 a.m. OR 6 p.m. Tuesday, August 8, 2017—10 a.m. OR 6 p.m. Thursday, August 10, 2017—10 a.m. Monday, August 14, 2017—10 a.m. Tuesday, August 15, 2017—10 a.m. OR 6 p.m. Wednesday, August 16, 2017—10 a.m. OR 6 p.m. Thursday, August 17, 2017—10 a.m. OR 6 p.m. Tuesday, August 22, 2017—10 a.m. OR 6 p.m. Thursday, August 24, 2017—10 a.m. OR 6 p.m. Monday, August 28, 2017—10 a.m. Tuesday, August 29, 2017—10 a.m. OR 6 p.m. Wednesday, August 30, 2017—10 a.m.
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RSVP CTE Program Assessments at:

<https://tinyurl.com/ctefall17>

Questions? Call 714.808.4915



DON'T BE LATE! Please arrive 10-15 minutes before the test as all testing will begin promptly at the scheduled time. **Latecomers will NOT be admitted to the assessment session.** Students arriving late will be directed to another session date and time.

You **MUST BRING** the following items with you for your assessment testing:

- ⇒ Photo ID
- ⇒ Banner ID card

Allow at least two hours for the assessment.