



Registration Check List

_____ **Attend Program Orientation.** Orientations are held each Wednesday at 8:15 a.m. in our multi-purpose room.

_____ **Take Entrance Assessment.** Assessments are given each Wednesday from 8:30 a.m. to 4:00 p.m. at our facility. Students are welcome on a walk in basis. Test results are given immediately upon completion of test. Test score requirements by program are listed below. Below are the required test scores for each of our programs.

_____ **Attend Entrance Counseling.** Entrance counseling is given each Friday in the Career Center, room 106. We counsel students on a walk-in basis during the hours of 9:00-10:45 and 1:00-3:00. In this session, you will speak with one of our career counselors to review your test scores, financial aid options, and your program of interest. It is required you take an entrance test prior to attending a counseling session.

_____ **Enroll In School.** Go to our website to begin the enrollment process. www.caj.edu. Click on the button called "Enroll". All CAJ students must enroll in the course called "Orientation." You will be placed in the correct program once your enrollment packet is completed and you have paid for your courses. During the registration process, you will be prompted to establish a username and password. Please write down your new username and password in case you enroll in additional classes in the future.

_____ **Obtain Financing.** You need to figure out how you are going to pay for school. One of our enrollment counselors will assist you with the many options. Once you have determined your method of payment you need to bring the following information to the front office to finalize your enrollment.

1. Copy of test scores
2. Verification of online enrollment
3. Payment (Pell voucher, ITA voucher, cash, or credit card) We do not accept personal checks.