

El Monte/Rosemead Adult School CTE Registration Procedures

ALL CTE CLASSES HAVE PRE-REQUISITES! Pre-requisite classes will not require a CTE orientation and do not require department approval. The following pre-requisites are summarized below by department:

Business/Computer Departments: Computer Literacy and Keyboarding (25 WPM)

Medical Department: Medical Terminology, Computer Literacy and Anatomy & Physiology.

If a student has completed a course at another school, they may present their certificate of completion or school transcript in order to waive the class; including the pre-requisite courses. Students may only waive up to two courses per program of study. The transcript must be current and not dated beyond five years.

If students would like to challenge a course, EMRAS currently offers challenge exams for Computer Literacy, Accounting and Keyboarding. A typing test for speed and accuracy is also available. Please call the Career Center at 626.258.5800, Extension 8871 or 8873 to schedule an appointment for the typing tests or challenge exams.

**REGISTRATION FOR ALL STUDENTS: Monday, February 24, 2020 – 8:00 a.m. – 3:00 p.m.
and 5:30 p.m. – 8:30 p.m.**

Room 120

Registration is for **ALL STUDENTS** who are continuing or are new to the CTE departments:
Medical, Business, Computer and Trades.

See schedule below for remaining registration dates:

**February 25, 2020 - February 27, 2020 – 8:00 a.m. – 3:00 p.m. and 5:30 p.m. – 8:00 p.m.
February 28, 2020 - 8:00 a.m. – 2:30 p.m.**

**March 2, 2020 - March 5, 2020 – 8:00 a.m. – 3:00 p.m. and 5:30 p.m. – 8:00 p.m.
March 6, 2020 – 8:00 a.m. – 2:30 p.m.**

**March 9, 2020 - March 12, 2020 – 8:00 a.m. – 3:00 p.m. and 5:30 p.m. – 8:00 p.m.
March 10, 2020 – 8:00 a.m. – 2:30 p.m.**

NEW students will be required to take an ASSESSMENT TEST. The Assessment Center is located in Room 118. **New students cannot register without an Assessment Test.** Upon completion of the Assessment test, students will go to Room 145 to make an appointment with a Counselor. The Counselor will assist students with their course of study and classes required. The counselor will send the student to the registration office, Room 120 to register for the classes recommended and approved by the Counselor.

First Day of Class Procedures:

- Please line up outside the classroom on the day and time classes are offered.
- The instructor will meet the students and direct the pre-registered students into the classroom. This routine will be followed for all class sessions thereafter. If you are **10 minutes late on the first day**, you will lose your space in the class and any open spaces will be filled with students from the waiting list.

Please allow time to find parking, at least 45 minutes prior to your class start time, so you will not lose your space in the class.