

# **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 or Advanced 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 has challenge exams for: Computer Literacy, Keyboarding and Medical Math. 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.

## **CTE Cohort Programs**

**WHAT ARE COHORT PROGRAMS?** The dictionary definition of a cohort is “a group of people banded together or treated as a group.” That is a perfect way to define our “cohort classes.” At EMRAS a co-hort is a group of classmates learning together! Research has proven that students always learn better in groups. EMRAS has co-hort programs for most career sequences. These cohorts have many benefits that allow students to complete their program of study quickly within a year or less! Our Co-hort programs provide an active, interactive and dynamic setting for students to grow their knowledge and skills! Sign up for a Co-hort today and get that great job in as little as 18 weeks! Orientation is required to enroll in a co-hort and given in the pre-requisite classes. If you missed the orientation, please visit the Career Center for an orientation.

***REGISTRATION FOR ALL STUDENTS: Friday, December 7, 2018 – 8:30 a.m. – 2:00 p.m.***

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

**NEW students will be required to take an ASSESSMENT TEST.** The Assessment Center is located in Room 118. New students will **NOT** be allowed to register without an Assessment Test. Upon completion of the Assessment test; students will then be directed to the Registration office and placed in the appropriate pre-requisite classes or entry-level classes. See schedule below for remaining registration dates:

**December 10, 2018 – December 13, 2018 – 8:00 a.m. – 8:00 p.m.**

**December 17, 2018 – December 20, 2018 – 8:00 a.m. – 8:00 p.m.**

### **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.**