

# **CLASS REGISTRATION PROCESS**

## **BEFORE Registration Day (if you have Internet access)**

GO TO [www.LearnEnglishinLeonia.org](http://www.LearnEnglishinLeonia.org).

- Read the General Program Policies.
- Click on the [Class Schedule](#) link. Select a class based on the day and time that's convenient for you as well as the level (Beginning, Intermediate, or Advanced). **IMPORTANT:** Identify at least 1 other class in case your first-choice class is full.
- Download the [Class Registration Form](#) and the [Needs Assessment Form](#). Complete the form and bring them and a checkbook with you to Registration.

## **ON Registration Day**

### **Step 1. CHECK IN –**

- If you have already filled out the Class Registration Form and the Needs Assessment Form, show the completed forms when you check in. If everything is in order, you will be asked to go to Step 2.
- If you have not filled out the Registration forms, pick them up along with a Class Schedule when you check in. Please complete these forms before going to Step 2.
- If you need a translator to help you, we can assign someone when you check in.

### **Step 2. TALK WITH A TEACHER –**

- If you are a returning student, welcome back! Try to find a teacher you studied with in the past and have him or her check your registration materials. If you don't see a teacher you know, meet with any teacher at the screening table and explain that you are a returning student.
- If it is your first time being admitted to our English Conversation Program, meet with a teacher to make sure the class you have chosen is a good fit for you.
- In either case, make sure the teacher you speak with signs your registration form.

### **Step 3. REGISTER**

- Register for your class and get an admission ticket. Classes are filled on a first come, first served basis, so be prepared to pick another class if your first-choice class is full.
- If the class you would like to register for is not available, put your name on a waiting list. A staff member will contact you to let you know of your status as soon as possible.

### **Step 4. PAY –**

- We prefer that you pay using a personal check.
- Whether you pay by check or cash, be sure to get a receipt.