The Path of a Student

Greet & Screen

1. Greeters distribute registration forms and screen students in the lobby area; students sign in after registration form is checked for eligibility
   - Careful! Some students may not need to do the full registration process
     i. Current CL and citizenship students may attend to do an updated PEP and/or TABE – program mangers will give you a list of who to expect
     ii. Former students may want to return – if it’s been less than one year since they left, follow the instructions in the Greeter Binder to re-enroll them

Set Goals & Assess Skills

2. PEP staff go to the lobby and get the next student on the sign-up sheet; bring student to carrel for Personal Education Plan (PEP):
   - Complete PEP interview and preview class schedule
   - Make any other notes regarding placement on student’s registration from
     i. Information about availability and level are especially appreciated!
   - PEP staff walk student to available TABE tester

3. Tester administers and scores TABE test, then walks student to the library

Program Placement

4. Check-out staff in the library finish registering the student:
   - Look at TABE speaking level and PEP notes to determine best class for student
   - Add student’s name, phone number and permissions to roster(s)
   - Fill out the student’s confirmation form
   - Sell textbook(s)