September 15, 2016

ITT-Tech students are arriving on our campuses this week with the intent to apply and enroll for fall 2016. We welcome the opportunity to serve these students!

Here is the process for on boarding former ITT-tech students for fall 2016:

On-campus support:

 1. Search the system to verify that the student does not already have a Peralta student ID (if so, please provide the student with their Peralta ID to complete orientation and assessment (if needed).

 2. If they are at a non-active status in the system, please have them complete open ccc apply application as well (web.peralta.edu/enrollment-2/).

 *   New Students can complete the online application at the Welcome Center
 *   Wait for Student ID #
 *   For former ITT-Tech students only, if the student does not receive an email from Admissions within 1-2 hours with login information, please contact the District A&R office at 510 587-7387 or email reset@peralta.edu with the following information:

   *   place in subject line: "Former ITT-Tech Student"
   *   include the student's full name
   *   confirmation # from Open CCC
   *   date of birth

 *   Complete orientation
 *   Complete assessment (if needed)
 *   See counselor
 *   All welcome centers should have print-out of late start classes for registration (we can only offer late start classes at this point). Please encourage counselors to look District wide at late start classes for ITT-Tech students.

Thank you for your help. **Please also track the student's contact information (i.e. email addresses in excel spreadsheet)** so that we can continue to e-market our enrollment dates for Spring 2017.

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