

Helpful Hint 2.6 Options for Immediate Enrollment

Despite your best-laid plans, there may be times when some students may require immediate enrollment to meet their educational needs. For example, if your schedule provides monthly intake sessions, waiting could impact goal achievement for a certain number of potential students. While we want to encourage the importance of timely planning among current and potential students, we also must realize that special circumstances can exist. It is important to (1) anticipate these situations and (2) make alternative plans.

The situations that justify immediate enrollment will vary from student to student. The staff needs to decide up front what they feel those situations might be and the procedure for addressing them. Situations such as pending job opportunity or postsecondary enrollment deadlines could be factors on occasion. The simplest option is to allow the potential student to begin enrollment with a modified intake process (conducted individually) and then inviting him/her to participate in the next scheduled group intake session. Another option is the use of the Student/Teacher Evaluation Planning Session (STEPS) described in Helpful Hint 2.2.