

Group Registration Sessions

Factors to Consider

Staff

How many staff/volunteers can be made available for a pre-arranged registration session?
Who has the language skills you will need, and can they be present?
Are staff/volunteers trained in on the registration process?
Will at least one of the staff members present have necessary CASAS/TABE training?
Who will take care of entering all the student data into your database?

Space

Do you have sufficient space to accommodate a crowd?
Is it quiet enough for testing?
Can you observe the students who are testing while you continue intake with others, or counsel those who have finished?
How will you arrange the “stations” of your registration process?
Where will students wait?

Communications

When students first interact with your school, what do they need to be told about it?
What do they need to know to make the registration process go smoothly?
Eg. Should they bring an interpreter? ID? Should they arrive early? Can they bring children?
Do you have waiting lists that a new student should be aware of?
What requirements do you have that might impact a new student's ability to attend school (eg. minimum age, attendance policy, etc.)?
Are all necessary staff (not just registration staff) prepared to give out this information?

Materials

Do you have enough: intake forms, tests, pens/pencils, tables, chairs, school handouts, etc. to accommodate a large group of new students?
Are all these materials located where your registration will be held, or can they be easily moved there? If you currently enter student data directly into your database, do you have enough computers to do this at your intake station? If not, do you have a paper form to use instead?

Intake and Orientation

What are your current practices?

Consider your current registration practices. When new students enroll in your school:

Who registers them? _____

How much time would you estimate staff spends on registrations each week? _____

Where does registration take place? _____

When can new students register?

Any time Every day at a certain time Weekly at a pre-scheduled time

By appointment Only at pre-schedule registration sessions Other? _____

When can new students begin attending class?

What does registration entail?

Intake Orientation Testing Class Placement Goal Setting

Data Entry (into database) Handing out/purchasing materials Other? _____

Is an interpreter present or do students provide their own interpretation?

How many new students can register at once?

What are some of the most challenging aspects of your current registration process?

Communication with low-level English speakers Interruption of staff work time

Disruption of office space Disruption of class or testing schedules (with entry of
new students)

Difficulty providing adequate orientation to new students

New students do not come or drop out quickly Other? _____

Do you think most of the staff at your site find enrolling new students:

(check all that apply)

Fun? Stressful? Disruptive? Exciting?