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Fall 2016 Office Assistant/Logistics Supported Cohorts

Admission Requirements

Important Dates

Fall 2016 Application Deadline: **August 1, 2016**

Information Session (Mandatory/Required – Choose 1 Date):

- Tuesday, May 10th: 10AM (Room LCC 114)
- Wednesday, May 11th: 6PM (Room LCC 240)
- Tuesday, July 19th: 10AM (Room LCC 114)
- Wednesday, July 20th: 6PM (Room LCC 240)

Step 1) Attend an Information Session (Required)

- Learn more about the Office Assistant and Logistics programs, admission standards, and program participation requirements
- Check the Harper web site at www.harpercollege.edu/info to RSVP

Step 2) Complete TABE Placement Testing

- Schedule your appointment by calling the Adult Education Office at 847-925-6223
- Morning and Night availability at the Learning and Career Center

Step 3) Complete Pre-Admissions Interview with Transition Coordinator, Devin Chambers

- After completing testing
- Call 847-925-6223 to schedule 1-1 interview (approximately 30 minutes long) and reference the Office Assistant or Logistics Supported Cohort Program

Step 4) Submit Harper College Credit Application

- Apply online at www.harpercollege.edu/apply
- Fee Waivers for eligible students (contact Devin Chambers above)

Step 5) Complete Application Packet (In the next section)

- Recommendation from boss, instructor/teacher, pastor or other professional that knows your potential (via email)
- Show ability to pay for tuition (through financial aid, Women's Program or payments)

ICAPS/AED Career Programs Intake Form

Today's Date: _____

Name: _____
First
MI
Last

Address: _____

Personal Email: _____

Phone (Cell): _____ Best Time to Call? _____, **Text ok?** _____

Best Form of Contact? ___ Email ___ Cell ___ Text

Current Student Status

- ___ Basic ESL (English) Student at Harper College (all campuses – Palatine Opportunity Center and Learning and Career Center)
- ___ Credit/Tuition-based ESL at Harper College Main Campus
- ___ GED/High School Equivalency Student at Harper College (all campuses)
- ___ English or GED/HSE student at other location (Forest View, Wheeling High School, etc.)
- ___ New student (not currently enrolled)

Work-Status

Occupation: _____

___ Full-Time (35 hours or more per week)

___ Part-Time (Less than 35)

Hourly Wage: \$ _____

___ Unemployed, actively looking

Weekly Wage: \$ _____

OR

___ Unemployed, not actively looking

Monthly Wage: \$ _____

OR

___ Homemaker/Stay-at-home parent

Highest Level of Education Earned:

- ___ Less than high school diploma/GED
- ___ Associate Degree
- ___ High School Graduate
- ___ Bachelor's Degree
- ___ Successfully passed at least one college course
- ___ Master's Degree
- ___ Certificate
- ___ Other

Are you involved in any of the following Public Assistance Programs?

None TANF Unemployment Medicaid
 Other Food Stamps Social Security Disability
 Section 8 Housing

Do you have any children?

Yes
 No

If yes, what are the ages of the children?

If you have children, what is your childcare plan?

Do you have a diagnosed learning disability? (Optional) *

Yes No

* This information is used for appropriate referral to Access and Disability Services, and for accommodations in the class

What are you career and/or academic goals (for example: Nurse, welder, business, etc)?

1st: _____

2nd: _____

Uncertain/Undecided: _____

Why are you interested in this program?

A recommendation is required from a boss, instructor/teacher, pastor or other professional that knows your potential.

Who will complete the recommendation (Name and Title)? _____

What is their email? _____