

Full-Time Program Enrollment Checklist **4 Easy Steps!**

1 Attend an information session, tour the campus and fill out an application.

- Visit adults.greatoaks.com/career-admissions/information-sessions or call 513.771.8881.

2 Start your financial aid. (See **financial aid** on the back.)

- If you are planning to use **Federal Student Grants and Loans**, refer to the **yellow box** on the back.
- If you are planning to **Self-Pay**, refer to the **blue box** on the back.
- If you are planning to use **VA Educational Benefits**, refer to the **green box** on the back.

3 Successfully complete the entrance test. (WorkKeys® test)

Practice for the WorkKeys test online free of charge!

- Visit www.ohiomeansjobs.com (Click on Online Training at the bottom of the page.)

OR

Visit adults.greatoaks.com (Under the General Information Tab, select "Testing and Assessment Center." Then click on the **Register for Free WorkKeys** box.)

- Need more help? Free WorkKeys classes. Call Kim Barron at 513.612.5830.
- Need Accommodations? Contact Marty Lopinto for a Request for Accommodations form.

Call 513.771.8881 to schedule the WorkKeys test. (Entrance test)

- Cost is \$50 and must be paid at time of scheduling. (Credit card, check or money order)
- Must register in person to use \$50 coupon.

Take the WorkKeys test and achieve benchmarks.

- On test day, bring a valid state issued ID and your high school diploma. Plan on 3.5 hours for testing. The test is computer based and results will be printed for you immediately.
- Foreign diplomas must be translated and evaluated by a credential evaluator. See requirements on Great Oaks website. (Under the Admissions Tab, select "Full-Time Program Admissions" and then "Financial Aid." Once on Financial Aid page, select **Foreign Diploma Requirements** under "More Information.")

On the WorkKeys test you must achieve at least a level 4 on each of the three parts: Applied Mathematics, Locating Information and Reading for Information. (Police and Fire Academies require a level 5 on Reading for Information.)

4 Finish financial aid and return all required documents!

Questions? Contact Marty Lopinto, Career Specialist
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