

GHC Industrial Technology Wait List Procedure

Eligibility

Requirements to be eligible for placement on the wait list for Industrial Technology programs (Automotive, Carpentry, Diesel):

- Minimum CPT placement of Math 60, English 60, and Read 80
- Cannot be on low scholarship status (less than 2.0 cumulative GPA), academic warning, academic probation, or academic suspension
- To retain eligibility once on the list, you must maintain a 2.0 cumulative GPA for any coursework at Grays Harbor College.

The Wait List

To be placed on the Wait List, you will provide Nancy Estergard in the Workforce Education Office with the completed “*Wait List Contact Form*” (see attached sheet). To be added to the wait list, the form must have the contact information of two people who will know how to contact you for the next year. ***INCOMPLETE FORMS WILL NOT BE ACCEPTED!*** It is mandatory that this contact information be kept current. **You must call Nancy and update your contact information immediately if it changes.** Once on the list, you must check in periodically with Nancy Estergard in the Workforce Education Office. Her phone number is (360) 538-4012 or her e-mail is nesterga@ghc.edu.

You must contact and confirm with Nancy, by phone, phone message, or email, to stay on the list at each of the following times:

- first 7 days of September,
- first 7 days of November,
- first 7 days of February, and
- first 7 days of May.

If you do not confirm with Nancy at each of the above required times, your name will be removed from the list. A week following the end of each check in period, you may call or e-mail Nancy and ask for your placement number on the list.

If you are called or e-mailed and offered a slot for the coming quarter and are unable to accept it, you can retain your spot on the list and start your program the next time a slot is available and is offered to you. You can only ask to be bypassed on the list one time. After that your name will be removed from the list or, if you specifically request it, you can have your name placed back at the bottom of the list.

When we need to contact you we will make two attempts by phone or e-mail, one attempt on two different days. If you cannot be reached by phone or e-mail for any reason (your phone is disconnected, your phone won't accept a message, your computer is down, you moved, whoever answered your phone didn't relay the message to you, etc.) your name will be removed from the list.

If you are called and left a phone message (either with voice mail or with a person), and then fail to return the call within 48 hours, you will be removed from the list. We will attempt to contact you twice. The 48 hours starts from the time of our second attempt to contact you. When you are contacted that a spot is available in the program you must call the program instructor within 48 hours to make an advising appointment or you will become ineligible, be removed from the list, and the slot will be promptly offered to the next person on the list. When you meet with the instructor, he will recheck to verify you meet the program prerequisites and have maintained academic eligibility to enter the program. If you are removed from the list for any reason and you meet the current eligibility requirements to get on the list, you will have to make a new request in order to be placed back at the bottom of that list again.

Certification and Acknowledgement

I have read the GHC Industrial Technology Wait List Procedure, understand it, and will follow it to be placed on the program waitlist and remain on it. Further, I acknowledge if I fail to follow the procedures, I will be dropped from the waitlist.

Program Title: _____

Print Name _____

Sign _____ Date _____

GHC Representative _____ Date _____

GHC Industrial Technology Wait List Contact Form

Please complete this form and make sure it is submitted to Nancy Estergard, Building 2000, room 2425. **Incomplete forms will not be accepted.** Students are to retain the "Wait List Procedure" for the instructions on how to stay on the list. The back of this form is for office use only.

Program Title: _____

Print Name _____ SID _____

Sign _____ DATE _____

Phone Numbers _____ home _____ cell _____

E-mail _____

Preferred Method of Contact: Phone E-Mail

Contact Person #1: _____

Relationship: _____ phone _____

Contact Person #2: _____ phone _____

Relationship: _____ phone _____

Grays Harbor College
Computerized Placement Test Results

F____ W____ SP____ SU____ RS____ WCS____ CHS____

DATE TAKEN _____

NAME: _____ Student ID _____

Sealed Score	Range	Placement
Reading Skills	0-44	Adult Basic Education
	45-62	Read 80
	63-81	Read 90
	82-120	College Level Reading
Sentence Skills	0-48	Adult Basic Education
	49-75	English 060
	76-97	English 095
	98-120	English 101
Arithmetic Skills	0-24	Adult Basic Education
	25-53	Math 060
	54-120	Math 070 or 100
Elementary Algebra	0-37	Refer to Arithmetic
	38-53	Math 095 or Math 101
	54-89	Math 098
	90-120	Math 107, 111, 131, 141 & 146
College Level Math	0-42	Refer to Elementary Algebra
	43-69	Math 107, 111, 131, 141 & 146
	70-120	Refer student to Math Faculty

If you score in Adult Basic Education please see the Assistant in building 2000, room #2218, or call (53 8-4167) for further testing. Please be aware that Financial Aid will not pay for Adult Basic Education classes. The placements in **bold** represent College Level placements.

PLACEMENT SCORES ENTERED BY (SIGNATURE AND DATE)