

Getting started at Bates is easy..

Follow these steps to register for classes.

From choosing a career education program to getting financial aid, we're here to help. Read on to learn what you need to do to get started on retooling your life!

Register for Career Education

STEP 1

Attend an Information Session

Learn how to get started at Bates Technical College! Bring your questions, your career choices and any test scores you may have. The information session begins promptly, so please arrive on time to avoid missing important information. You can also set up a follow-up appointment for educational planning.

STEP 2

Apply for Financial Aid

Financial aid is available for qualified students. Apply early to receive full funding. Apply online at www.fafsa.ed.gov and sign the free application using your Personal Identification Number (PIN). If you don't have a PIN, apply online www.pin.ed.gov and receive your PIN within 2-3 days.

After you submit the Free Application for Federal Student Aid (FAFSA), you will receive a Student Aid Report (SAR) within four to five days. FAFSA worksheets are available at both the Downtown and South Campus financial aid offices. If you have any questions about your FAFSA, visit www.studentaid.gov or call 1.800.4.FED.AID.

STEP 3

Complete Entrance Testing

The COMPASS test provides placement information for general education courses, which some career education programs may require. Get a testing schedule for both Downtown and South Campus at the Downtown Assessment Center, M216, or call 253.680.7030. The fee for this test is \$25.25. To request accommodations, contact the Disability Support Services (DSS) office at 253.680.7013, (TTY) 253.680.7045.

STEP 4

Schedule an appointment with a Career Specialist

A career specialist can help you learn about certificate and degree requirements, support services, college policies and procedures and work with you to develop your educational plan.

Your career specialist will also talk with you about general education or basic studies requirements. During this appointment, students will complete an application form and pay the non-refundable \$62.70 application fee. To speak with a career specialist, call 253.680.7002.

STEP 5

Complete the registration and enrollment form

You will complete the registration and enrollment form with your career specialist. Remember, tuition and fees are due at this time. You may pay in the registration office, M210, at Downtown Campus or in A115 at South Campus.

STEP 6

Attend a new student orientation

The New Student Orientation provides helpful information that will prepare you for your career education program. The orientation is usually the week before the start of a new quarter.

If you cannot attend the orientation, visit www.bates.ctc.edu/MyBates and click on New Student Orientation for the online orientation. If you have questions or need further assistance at any time during this process, please call Student Services at 253.680.7002 or 253.680.7403.

International students can visit www.bates.ctc.edu/international.

Register for Extended Learning

Follow these steps to successfully register for classes.

Bates' Extending Learning courses are short-term educational opportunities that can help you build your career skills, gain professional certification or explore a personal interest.

Look inside this Class Schedule for current offerings and follow this step-by-step process to register. For more information about Extended Learning opportunities, call the following departments:

Extended Learning	253.680.7300 253.680.7402
First Aid and CPR	253.680.7402
Home & Family Life	253.680.7500

STEP 1

Complete an Extended Learning Education Registration form on page 6 of Bates Technical College Winter 2009 Class Schedule. You can also pick up a form at any Bates campus.

STEP 2

Mail the registration form to Bates Extended Learning, 1101 S. Yakima Ave., Tacoma, WA 98405, or bring the registration form to a cashier at the Downtown or South Campus:

Mon - Thu, 8 a.m. - 8 p.m.
Fri, 8 a.m. - 4:30 p.m.

STEP 3

Pay tuition and registration fees

After you pay your tuition and registration fees, you will begin your Extended Learning course.

For more information call 253.680.7300 or 253.680.7402 or visit www.bates.ctc.edu/extendedlearning.

Bates Technical College

Downtown Campus

1101 S. Yakima Ave., Tacoma, WA 98405
253.680.7000

South Campus

2201 S. 78th St., Tacoma, WA 98409
253.680.7400

Mohler Campus

2320 S. 19th St., Tacoma, WA 98405
253.680.7700

www.bates.ctc.edu

