

CAREER AND TECHNICAL CO-ENROLLMENT

Here are a few key points to keep everyone on track:

- ➔ ESL River Guides at each campus will be responsible for **facilitating** and **reviewing all necessary paperwork** for the co-enrollment of ESL students
- ➔ Only students who meet the in-state requirements for Florida Residency for Tuition Purposes (RFTP) will be considered for a Bridge Scholarship
- ➔ Students must be made aware that the Bridge Scholarship will only cover the cost of tuition for one class per student. Students should have a plan for paying for the remaining classes of the program.
- ➔ The Bridge Scholarship Application will be required for students seeking a fee waiver for Career and Technical classes.
- ➔ There are key departments on every campus that assist with various aspects of the co-enrollment process. These include:
 - Admissions
 - Educational Services (Registration)
 - Financial Aid (FAFSA)
 - Department Chairs, Program Coordinators, and Designated Contacts on each campus for information regarding programs. Program Contacts are listed in the Career & Technical Programs section of the [ESL River Guide Handbook](#) and on the IRSC website: www.irsc.edu.

DO NOT CONTACT THE FOUNDATION OFFICE UNDER ANY CIRCUMSTANCES.
CONTACT YOUR DESIGNATED ESL PROGRAM DEVELOPER/TRAINER AS NEEDED.

CO-ENROLLMENT FACILITATION PROCESS

1. The ESL River Guide meets with the student to discuss academic and/or career goals, and identify Career & Technical programs the student will qualify for, according to TABE scores and other minimum entry requirements.

Certain requirements exist for co-enrollment:

- Student is required to attend ESL classes for 12-20 hours per week for at least 2 weeks prior to applying for the scholarship.
 - If approved for co-enrollment, student is required to continue attending ESL classes 12-20 hours per week in addition to attending his/her Career & Technical classes.
2. The Designated ESL Program Developer/Contact and the student complete and/or review:

- IRSC Application for Admission online at www.irsc.edu. New students will need a valid personal email address to complete their application. Students who have previously applied, or attended IRSC and have a Student ID#, may log in to update an application more than two (2) years old. To make changes to current information already on file, a student must contact Student Success Services at 772-462-4740.
 - The student must have or be eligible for in-state residency classification. See Residency Guidelines.
 - A student under the age of 18 must have a parent or legal guardian's (court documents required) signature, and use the parent/legal guardian's documents for Residency.
3. Most programs require students to take more than one course. The Bridge Scholarship can ONLY be used to pay for ONE course per student. Some students may qualify for Financial Aid and can apply online at: www.fafsa.ed.gov. If a student does NOT have a high school diploma, the student should first meet with a Student Success Advisor. Contact Student Services in the W-Bldg. on Main Campus, call 772-462-4740, email: studentsuccessservices@irsc.edu or visit their website: www.irsc.edu and select → Admissions → Student Success Services for additional information and assistance.
 4. Minimum entrance and/or course completion requirements vary among programs. Refer to the information provided in the Programs section of the ESL River Guide Handbook and, as needed, confirm with the Department Chair or Program Coordinator that information is current, especially where costs to students are concerned, as these may change from time to time. Discuss these requirements with the student prior to class registration.
 5. Some Career & Technical programs require that the student take the A-Level TABE test at an IRSC Assessment Center. For updated testing service information, go to www.irsc.edu and select → Admissions → Assessment Services → Hours, Locations & Contacts. Prepare an Interdepartmental Referral form (IRSC-43) for the student to present upon arrival at the Assessment Center. In the Reason for Referral section, request they "Please administer the A-Level TABE test, and send the TABE Test Report" to you at your campus (See Sample). This is necessary so that you receive the breakdown information you will need for remediation recommendations and for the Assessment Center to avoid having to re-process the Scantron.
 6. Once you have determined that the student will meet the Residency and other requirements and is able to commit to fulfilling his/her obligations (fees and other expenses, attendance, etc.), the ESL River Guide and the student complete the Bridge Scholarship Application (IRSC Guidelines for Adult Education/Career and Technical Co-Enrollment).

The ESL River Guide is responsible for completing the bottom portion of the form to:

- Verify that student attendance meets/exceeds 12 hours/wk for the prior 2 weeks
- Verify that TABE scores are within the last 4 months and meet minimum form/score requirements
- Verify Residency Status – MUST have In-State status.

7. Send the completed documents, including the Scholarship Application, print-out of last 2 weeks attendance, TABE Test report, and completed or checked Application for Admission to the ESL Designated Contact.
8. Some programs require that the student meet with the Department Chair or Program Coordinator prior to registration for the class. In such instances, please assist the student in making an appointment, and prepare an Interdepartmental Referral form for the student to present upon arrival for the appointment.
9. Some programs prefer to register the student for classes at their end. Please refer to the information provided in the Programs section of the ESL River Guide Handbook or check with the Department Chair or Program Coordinator prior to registering the student.
10. *Continuing Evaluation:* The ESL River Guide will continue to monitor the student's attendance, progress, test results, and provide assistance through ongoing facilitations.