

# Youth Options Application Process



Gateway Technical College encourages you to use the following checklist to assist with the Youth Options application process.

- Pick up a *Youth Options Program Plan and Report Form*, PI-8700-A from the counselor's office at your high school or print one from the High School Corner Website at [www.gtc.edu/hscorner](http://www.gtc.edu/hscorner) (click on College Credit in High School / Youth Options Program).
- Discuss your Youth Options plans with your parent/guardian, complete the *Youth Options Program Plan and Report Form* having them sign in the appropriate section. Get additional information from the High School Corner Website at [www.gtc.edu/hscorner](http://www.gtc.edu/hscorner):
  - For Youth Options information click on College Credit in High School / Youth Options.
  - To explore Gateway programs organized by career cluster click on Career Clusters / choose a cluster / choose a program.
  - To search class times & locations click on the WebAdvisor icon at the top of the page / Search for Classes (Sections). Choose the appropriate **term**, **department (program)**, and **location**. \*Check course descriptions and prerequisites; all prerequisites must be met prior to enrollment.
- Meet with your high school counselor to discuss how Youth Options will fit with your regularly scheduled high school courses and to review your *Youth Options Program Plan and Report Form*.
- Submit your completed *Youth Options Program Plan and Report Form* to your high school counselor or Youth Options district contact person for school board approval. Attach a copy of your high school transcript. \*Additional Nursing Assistant admissions procedures on page 2.

Your local school board must be notified by **March 1** for fall classes and **October 1** for spring classes.

Once approved, your high school counselor or Youth Options district contact person submits the completed *Youth Options Program Plan and Report Form*, a copy of your transcript, and admissions paperwork for **Nursing Assistant students** by **April 1** for fall classes and **November 1** for spring classes to:

<b>Burlington Center</b> B.J. Wagner 496 McCanna Pkwy Burlington, WI 53105 262.767.5348 <a href="mailto:wagnerb@gtc.edu">wagnerb@gtc.edu</a>	<b>Elkhorn Campus</b> Steve Durkin 400 County Road H Elkhorn, WI 53121 262.741.8332 <a href="mailto:durkins@gtc.edu">durkins@gtc.edu</a>	<b>Kenosha Campus</b> Sheri Eisch 3520 30 <sup>th</sup> Avenue Kenosha, WI 53144 262.564.2720 <a href="mailto:EischS@gtc.edu">EischS@gtc.edu</a>	<b>Racine Campus</b> Rachel Christman 1001 S. Main Street Racine, WI 53403 262.619.6386 <a href="mailto:christmanr@gtc.edu">christmanr@gtc.edu</a>
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- You will receive a letter from a Gateway counselor acknowledging your status as a Youth Options student, with program specific information, and inviting you to meet with a counselor.
- Meet with Gateway counselor to discuss postsecondary plans and complete registration form. Youth Options students, not admitted to a program, are eligible to register for approved courses during Open Registration for Fall and Spring terms. **Be sure to bring a photo ID whenever you visit Gateway.**
- After completing the registration process you will receive a copy of your schedule, student ID, student handbook, and information regarding picking up your textbooks.
- Report to the designated room on the first day of class; refer to your schedule for room number. You are expected to follow Gateway attendance and conduct guidelines, and the Gateway academic calendar. (Refer to the Gateway Technical College Student Handbook)
- At the end of the semester check WebAdvisor for grade(s). A copy of your transcript will be mailed to your high school.

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## NURSING ASSISTANT

Here are a few additional steps to assist with the Youth Options application process for students interested in the **Nursing Assistant Program**.

- ❑ ALL of the following items will need to be completed\* and submitted:  
(All forms can be found at [www.gtc.edu/forms](http://www.gtc.edu/forms))

- Youth Options Program Plan and Report Form
- WTCS Application to Nursing Assistant 30-543-1
- Background Information Disclosure (BID)
- Functional Ability Statement of Understanding
- A check or money order made out to Gateway Technical College:

**\$30** to cover the cost of criminal background processing and placement testing    or    **\$15** to cover the cost of criminal background processing and a copy of ACT or SAT scores

- ❑ Students taking Nursing Assistant under the Youth Options program will need to take Gateway's placement test (COMPASS or ASSET – [www.gtc.edu/page.asp?q=38](http://www.gtc.edu/page.asp?q=38)) or submit previously taken ACT or SAT scores. Please call the campus where you plan to test to ensure availability.

- Burlington 262.767.5300
- Elkhorn 262.741.8300
- Kenosha 262.564.2300
- Racine 262.619.6300

- ❑ A Wisconsin criminal background check will be run for each applicant. Applicants who are ineligible for the Nursing Assistant Program due to criminal charges will be notified in writing.

*Individuals living out of state in the past three years will need to provide Gateway with a background check from that state or states. Applicants cannot be accepted until out of state CBC information is complete. To find out how to obtain a CBC from another state, see [www.gtc.edu/forms](http://www.gtc.edu/forms) "Other State contacts for Background Checks".*

- ❑ Students accepted to the Nursing Assistant Program will receive an acceptance letter from Gateway. Nursing Assistant students must be accepted, have their signed *Youth Options Program Plan and Report Form* on file at Gateway, and have counselor approval to register.

\*Please note that incomplete documents will be returned to the student and will delay the processing for admission. Students should indicate "N/A" to questions on forms that do not apply.