

# Western Nevada College

## Tech Prep Time-Line for Transcription

Revised October 2011

---

### **October - December**

- ✓ Tech Prep applications are collected at high school presentations
- ✓ Database lists are created for each high school

### **Jan thru May**

- ✓ Tech Prep students complete WNC admissions application as part of Bridge to Success (outreach program at the high schools)
- ✓ Lists of eligible students who filled out a WNC app are distributed to high schools
- ✓ Periodic checks by Tech Prep office (compare database with SIS database)

### **June /July**

- ✓ High Schools send transcripts of TP applicants to WNC
- ✓ Tech Prep staff reviews transcripts to determine credit eligibility
- ✓ Lists are forwarded to Admissions for further review.

### **July/Aug**

- ✓ Admissions post credits to transcripts and letters are sent to students.
  - Seniors will be transcribed first, then juniors.

Notes:

“Straggler” students will need to obtain their high school transcript and forward to Kevin Edwards and in addition, fill out a WNC application. If they qualify, their information will be forwarded to Lisa Siembida to complete the WNC transcription process.

Students with questions regarding the status of their transcription should call Kevin Edwards at 445-3241.