

## **GORDON COOPER TECHNOLOGY CENTER APPLICATION PROCESS — FULL-TIME PROGRAMS**

We are excited about your interest in continuing your education at Gordon Cooper Technology Center. If you wish to apply for placement in a full-time Career Major, please follow the procedures outlined below:

1. Call Student Services 405-273-7493 ext. 2264 or the Assessment Center 405-273-7493 ext. 2259 for an appointment, available most Thursdays at 8 a.m.
2. An *Application Form* is filled out during the application process. Prospective students will complete *Before the Interview Questions*, the *COMPASS* Assessment, and *OKCIS* (Career Interest and Skills Inventory) to identify strengths and weaknesses and to help guide placement.
3. All applicants will be interviewed by a Gordon Cooper Technology Center counselor to determine appropriate placement. Some instructors will require a second interview.
4. Not everyone who applies for enrollment will be enrolled. You will be notified by phone or mail if you are accepted into a program.
5. You may apply for federal financial aid online at [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV).

***\*If applying for FAFSA, you must provide a copy of your high school diploma or GED.\****

***\*If you need accommodations to successfully complete the assessment process, please provide a description of accommodation needed and reason to the Adult Counselor before scheduling for the assessment.***

\*Practical Nursing begins enrollment in January for the August class. The enrollment procedures are somewhat different for this 11-month program. For further information, call Cynthia Cox at (405) 273-7493 ext. 2239.

# Adult Enrollment Process

## 1<sup>st</sup> Step- Application and Assessment

Must bring a valid photo ID and make plans to be at least 10 minutes early.

8 a.m.....ASSESSMENT CENTER - Room I-20

### Application

### Before the Interview form

### COMPASS Assessment (Study Guides Available in Student Services)

1. Reading
2. Writing
3. Mathematics

### OKCIS Career Interest Assessment

1. Career Interest
2. Skills Inventory

## 2<sup>nd</sup> Step- Interview

Once assessment is complete, go to Student Services or call 405-273-7493 ext. 2264 to schedule your appointment with the counselor. Counselor meets with applicants on the day of assessment as time allows.

It is recommended that you bring your High School Diploma, Transcript or GED Certificate, if applying for FAFSA.

**Apply for federal financial aid by going online to:**

**[www.fafsa.ed.gov](http://www.fafsa.ed.gov).**

**Call 405-273-7493 for further information.**

### **Notice of Nondiscrimination**

Gordon Cooper Technology Center does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. Compliance officers may be contacted at the school: One John C. Bruton Blvd., Shawnee, OK, 74804 or by phone at 405-273-7493. Compliance officers are: Neisha Haskins (Ext. 2211) and Donna Stone (Ext. 2257).

Information regarding career majors and gainful employment statistics of our former students can be found under the "About" tab on our school website: [www.gctech.edu](http://www.gctech.edu)