

## **Enrollment & Scheduling**

CTE enrollment requests are submitted to DCTC by the high school counselors.

Third-year students are given priority for the first year of two-year programs: fourth-year and second year will be admitted if space allows.

Students will be placed into their CTE programs using the following method:

Third-year students will be placed first

Third-year students will be evenly distributed among like programs

Fourth-year students will be placed if openings are available

Second-year students will be placed on a case-by-case basis if space is available

Requests may be granted if space permits.

Most programs have prerequisites and some require a student orientation. All CTE programs require teacher approval for students to advance to the second-year program.

In most programs, second-year students/seniors are scheduled in the afternoon class.

Students must complete year two of a CTE program with the same teacher they had for year one with the exception of Health Occupations. Placement in the second year of Health Occupations is competitive. Placement is not guaranteed. Students must meet minimum requirements and have teacher approval to continue into the second-year program.

Cosmetology students must complete 750 hours to be eligible to enroll in the second-year program. MCOB and Riverview School of Cosmetology determine all enrollments.