



Allied Health Program Enrollment Process Guide

Step 1: Pre-Enrollment Student Meeting

- All applicants will meet with a member of the Allied Health staff to go over program requirements, costs, funding options, and application guidelines. This meeting can be done on the phone, in person, or via Zoom. It will last approximately 10 to 15 minutes.

Step 2: Allied Health Applicant Intake Form

- Applicants will submit the Allied Health Applicant Intake Form after completing the [Pre-Enrollment Student Meeting](#) form.
- The pre-enrollment form is used to collect student information for college databases. This is **NOT** the application.

Step 3: Application Requirements Submission

- Applicants will complete the application and all application requirements using **Complio**.
- **Complio** is the official 3rd party provider for background checks, drug tests, and immunization compliance. It is also where applicants will sign the program application documents.
- Applicants will receive the **Complio** link to purchase their **Complio** package once the Allied Health Applicant Intake Form is completed.
- **NOTE:** Each program has limited spots and students are registered for the program on a first-come, first-served basis. Every applicant will be made aware of available program spots at the pre-enrollment student meeting. Should the program become filled, and if the applicant has already purchased **Complio**, they will be waitlisted and may have the option to enroll if a spot opens. If a spot does NOT open, they will be given priority enrollment in the next program offering.

Step 4: Registration

- The applicant will be formally enrolled into their program upon **Complio** completion.
- The applicants will receive a registration confirmation email with program details and payment information upon formal enrollment.
- Payment must be received before the program start date.

Program Enrollment Deadlines: The enrollment deadline is 14 days prior to the program start date. Exceptions to this deadline may be approved on a case-by-case basis and if there are available spots left in the program.