



Lorain  
County



*Powered by Lorain County JVS and  
Lorain County Community College*

## ADMISSIONS CHECKLIST

- ☐ **1.) Attend an Information Session**
  - Obtain Application Packet for the Right Skills Now CNC Mill and Lathe Operations program
- ☐ **2.) Apply to Lorain County Community College**
  - Application can be found in this packet or at [www.lorainccc.edu/admissions](http://www.lorainccc.edu/admissions) (**There is no fee**)
  - Sign Release of Information Waiver
  - Sign Participant Agreement and Contract
- ☐ **3.) Create a MyCampus Account upon receiving your Student ID number in the mail/email**
  - Go to [www.lorainccc.edu/mycampus](http://www.lorainccc.edu/mycampus), click on "Create Password", and enter requested information
  - Complete New Student Online Orientation and College Student Inventory (see links in MyCampus)
- ☐ **4.) Arrange to have transcripts sent to LCCC**

Have official high school or GED transcript sent to: LCCC Attn: Michelle Moore, 1005 N. Abbe Rd., Elyria, OH 44035  
Have ALL official college transcripts sent to: LCCC Attn: Michelle Moore, 1005 N. Abbe Rd., Elyria, OH 44035  
If you have previous college experience, sign a Transcript Evaluation Request Form that can be found in in this packet
- ☐ **5.) Are you unemployed or under-employed? Contact OhioMeansJobs Lorain County (Optional)**
  - Contact the OhioMeansJobs Lorain County office at 440-284-4227 to express interest in the Right Skills Now CNC program; a Workforce Development Specialist will work with you to review if you may be eligible for services and potential funding.
- ☐ **6.) Apply for Financial Aid (FAFSA) – Federal School Code: 003068 (Unless you are self-pay)**
  - Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to file your 2016-17 Free Application for Federal Student Aid, there is NO Cost to file your FAFSA
  - If you wish to take out a loan, you may go to <http://www.lorainccc.edu/Financial+Aid/Financial+Aid+and+Loans/Federal+Direct.htm> for directions
- ☐ **7.) Register and take the National Career Readiness Certificate (NCRC) WorkKeys Assessment**
  - Scoring level of 4 or above on each of the three assessment areas: Applied Math, Locating Information, Reading for Information is needed for entrance into to program
  - The cost for the WorkKeys Assessment is \$45. If you are eligible for services through OhioMeansJobs (OMJ) you can arrange to take the assessment there at no cost; please contact your Workforce Development Specialist at 440-284-4227. Other students can register online and pay at the following link: <http://www.lorainccc.edu/testingservices>. See enclosed sheet for more details.
- ☐ **8) Background Check and Drug Screen**
  - Admission into the program is dependent on completing a Background Check and Drug Screen. If you are eligible for services through OhioMeansJobs, the cost of the background check is covered by them. The Drug Screen cost is the responsibility of the student (unless you are using TRA funding-in this case TRA will cover the cost of the drug screen). If you are self-pay or using financial aid, the costs incurred by the Background Check and Drug Screen are your responsibility. See enclosed sheet for details.
- ☐ **9.) Register for the Right Skills Now CNC training program with Michelle Moore-Advisor (440-366-7615)**
- ☐ **10.) Participate in the 8 week, 40 Hour per week Paid Internship**
  - Students must have stellar attendance and a grade of 70%/C or better in the training program to enter into internship
  - The company will expect students to complete all new hire requirements
- ☐ **11.) Take NIMS (National Institute of Metal Working Skills) Certificate Exam**

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