

**ENROLLMENT PROCEDURES FOR  
EMPLOYMENT RETRAINING OPPORTUNITIES  
LUZERNE COUNTY COMMUNITY COLLEGE**

Complete the following steps to apply for Employment Retraining Opportunities at Luzerne County Community College:

1. Provide a Financial Determination Letter from Unemployment Compensation	This is the document that individuals receive to verify that they are eligible to collect unemployment
2. Complete Application for Employment Retraining Opportunities Tuition Assistance	Application submitted to the Workforce development Office
3. Complete and Submit Federal Application for Student Aid (Pell Grant Application)	Application can be completed on-line at <b>www.fafsa.ed.gov</b>
4. See Career Planning Counselor (as needed)	Call 570-740-0456 for an appointment
5. Complete LCCC Application for Admission	Application can be sent by calling Admissions at 570-740-0337 or apply on-line at <b>www.luzerne.edu</b>
6. Take LCCC Placement Test (as needed)	Call 570-740-0406 for more information
7. Contact Academic Advising for Course/ Program Information	Call 570-740-0451 for further information

**STAFF USE ONLY:**

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER OR LCCC STUDENT ID: \_\_\_\_\_

Checklist: (Place date completed on line to the left)

- \_\_\_\_\_ 1. Letter from Employer or Financial Determination Letter submitted
- \_\_\_\_\_ 2. Application for Employment Retraining Opportunities Tuition Assistance Completed
- \_\_\_\_\_ 3. FAFSA submitted
- \_\_\_\_\_ 4. CPP Appt. made (if needed)
- \_\_\_\_\_ 5. LCCC Application for Admissions completed (if needed)
- \_\_\_\_\_ 6. Placement Test scheduled (if needed)

NOTES: