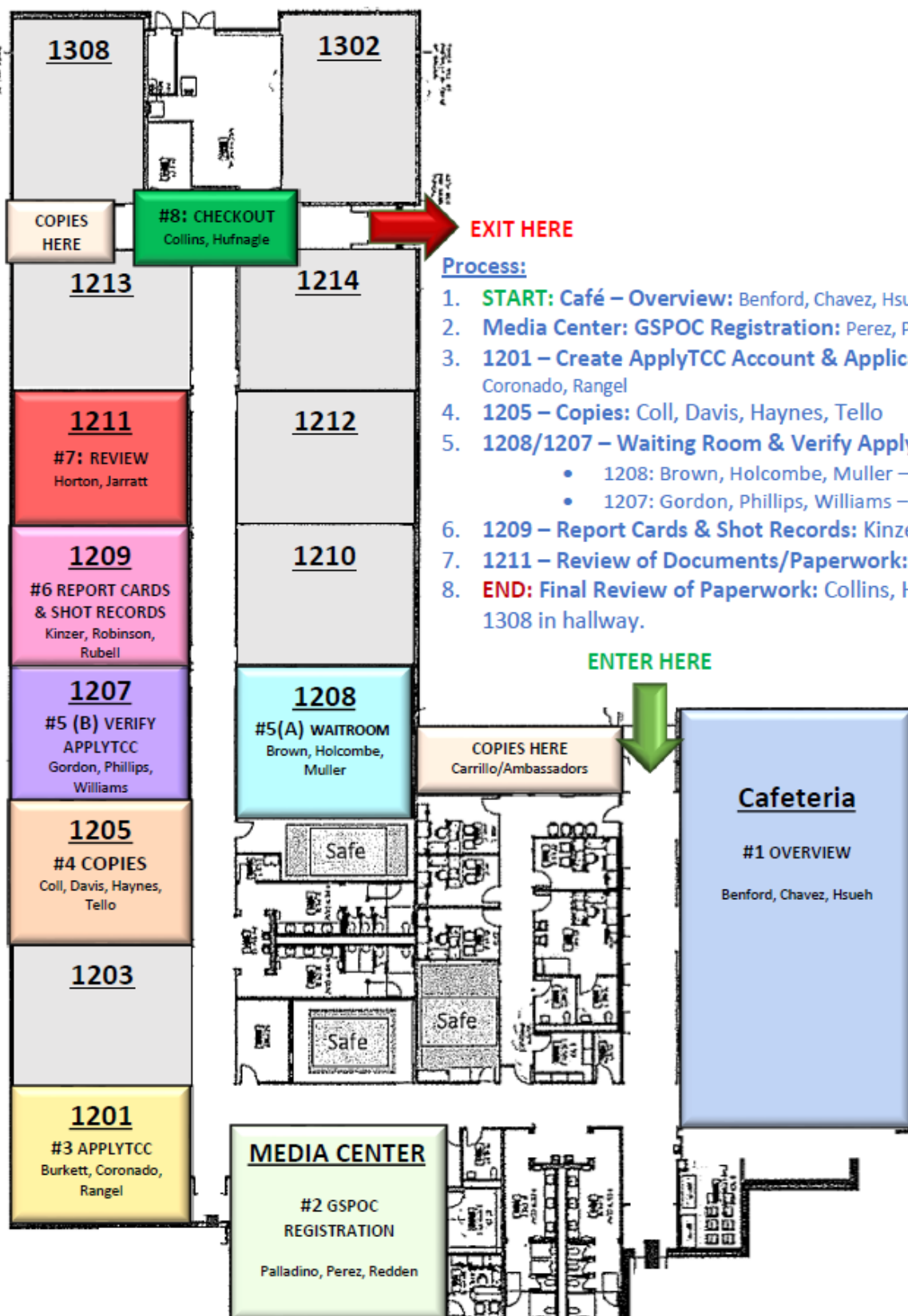




TCC South / Fort Worth ISD Collegiate High School
ApplyTCC & GSPOC Registration Night
03/28/2023 | 5:00PM-7:30PM

Step	Description
Step 1: Overview Benford, Chavez, Hsueh Café <i>estimated 15-30 minutes</i>	Hsueh will provide an overview presentation of TCC process to students and parents which will include: <ul style="list-style-type: none"> Emphasis on correct high school & select TCC South for ApplyTCC Summer Bridge & Student Orientation dates (Expectations at TCC South/FWISD) ECHS Calendar Benford – pass out folders Chavez – provide Spanish translation as needed
Step 2: GSPOC Registration Perez, Palladino, Redden Media Center	<ul style="list-style-type: none"> Registration link will be looping via projector Use TCC desktops and laptops Professors log on GSPOC registration overview
Step 3: ApplyTCC Burkett, Coronado, Rangel 1201	Create ApplyTCC Account & Start ApplyTCC Application <ul style="list-style-type: none"> Video of instructions to create account. Paper copy of instructions to create account 15 laptops per room Professors will log in
Step 4: Copies Coll, Davis, Haynes, Tello 1205	<ul style="list-style-type: none"> Document copies will be made in workroom and front office Professors will transport folder and copy student documents (Not student ambassadors)
Step 5(A): Waiting/Overflow Room Brown, Holcombe, Muller 1208	This room is for parents waiting for the next available time to verify application submission with Toia Phillips in room 1207. <ul style="list-style-type: none"> Professors will manage a system to let the people next in line Presentation looping on projector and provide pamphlet
Step 5(B): Verify TCC Application Submission Gordon, Phillips, Williams 1207	Toia Phillips will verify that parents/students have submitted the ApplyTCC application
Step 6: Report Cards & Shot Records Kinzer, Robinson, Rubell 1209	Report Cards/Transcripts will be reviewed by counselors and Nurse Robinson will check vaccination records.
Step 7: Review Jarratt, Horton 1211	Mrs. Jarratt will review documents being turned in. Horton will assist (as needed)
Step 8: Final Checkout Collins, Hufnagle 1308 Hallway	Final review of paperwork and sign-off <ul style="list-style-type: none"> Collect folders and organize in alpha order by last name Direct parents and students to exit by 1302



Process:

1. **START: Café – Overview:** Benford, Chavez, Hsueh
2. **Media Center: GSPOC Registration:** Perez, Palladino, Redden
3. **1201 – Create ApplyTCC Account & Application:** Burkett, Coronado, Rangel
4. **1205 – Copies:** Coll, Davis, Haynes, Tello
5. **1208/1207 – Waiting Room & Verify ApplyTCC**
 - 1208: Brown, Holcombe, Muller – Waiting Room
 - 1207: Gordon, Phillips, Williams – Verify ApplyTCC
6. **1209 – Report Cards & Shot Records:** Kinzer, Robinson, Rubell
7. **1211 – Review of Documents/Paperwork:** Jarratt, Horton
8. **END: Final Review of Paperwork:** Collins, Hufnagle outside 1308 in hallway.