

Enrollment Readiness Checklist

A practical handoff from first inquiry to a confirmed place in class.

Organization / program: _____ Cohort / date: _____

Prepared by: _____ Reviewed by: _____

Before you open registration

- ☐ Confirm the class dates, delivery format, location and available seats.
- ☐ List entry requirements and the documents applicants need.
- ☐ Check the published tuition, approved charges and payment options.
- ☐ Assign a contact for registration questions and accessibility requests.

Before you confirm a place

- ☐ Check the application for missing fields and duplicate records.
- ☐ Confirm required documents through your secure records process.
- ☐ Record the payment or approved payment arrangement.
- ☐ Provide the applicable policies and record required acknowledgments.

Before the first class

- ☐ Send the schedule, directions or online access instructions.
- ☐ Explain what to bring, how to get help and who to contact.
- ☐ Confirm the roster and share appropriate access with the instructor.
- ☐ Review unresolved items and assign each one an owner and deadline.

Open item / owner / due date:

Adapt this checklist to your program requirements and school policies.