TIPS FOR COMPLETING ADULT APPLICATION FOR CAREER TRAINING PROGRAMS

*ONLINE APPLICATION IS NOT AVAILABLE FOR HEALTH PROGRAMS THAT REQUIRE APPLICATION PACKETS

STEP 1:
GO TO [WWW.FRANCISTUTTLE.EDU](http://WWW.FRANCISTUTTLE.EDU) AND FOLLOW THESE DIRECTIONS:

- Click on the box that says “FIRST TIME USERS”
- Click on “SET UP PROFILE”
- Complete name, email address and password – “CLICK CONTINUE”
- Select training interests from the drop-down menu – “CLICK DONE”
- Select “APPLY ONLINE” for career training program
- Select “START YOUR APPLICATION”
- Select application type and entry term – “CLICK NEXT”
- Answer all demographic questions – “CLICK NEXT”
- Answer questions regarding schedule, criminal history, previous dismissal and tuition payment – “CLICK NEXT”
- Read policies and indicate your consent preferences – “CLICK SUBMIT”
- Complete payment transaction for $15 non-refundable application fee
- Application will be transferred to advisor for selected program
- You will be contacted for enrollment for next available entry date or placed on waiting list for selected program

STEP 2:
VISIT WITH ASSIGNED ADVISOR TO SCHEDULE COMPASS ASSESSMENT OR SUBMIT TRANSCRIPTS FROM PREVIOUS EDUCATION TO BE CONSIDERED FOR TESTING WAIVER. CONTACT THE CAREER PLANNING CENTER AT 405-717-4900.

STEP 3:
WHEN NOTIFIED OF ENROLLMENT AND START DATE, PLEASE PAY TUITION TO CASHIER’S OFFICE AT 405-717-4224. IF YOU ARE APPLYING FOR FINANCIAL AID, YOU MUST CONFIRM ELIGIBILITY WITH THE FINANCIAL AID OFFICE AT 405-717-4315.