



Tech Prep Partners,

I am writing to provide some points of clarification regarding some recently surfaced confusion regarding the Tech Prep application. For 2017 graduates planning to matriculate at Sinclair in the summer or fall, they will need to confirm they have a fully processed application for admission on file. For some of our Tech Prep students, this means they will need to complete an application online, following this link: <https://apply.sinclair.edu/standard.cfm>

Students who have participated in a College Credit Plus (CCP) course this academic year will NOT have to complete or update their application.

Students are being asked to fill out a new application for enrollment services for the following reasons:

- Many students applied outside of the 2-year active application window, and need an update of information.
- Students need to declare a major on their application, which is currently not done on the Tech Prep application, and is needed for academic advising purposes.
- Sinclair needs updated address and more current contact information for the student to accurately establish residency for tuition billing purposes.

While adding an additional step for the student in the enrollment process can seem cumbersome, it is in the best interest of the student to fill out the application as soon as possible to ensure they are fully processed in a timely manner for registration. It is important to note, upon completion of the application, both records will merge and one active student record will exist for the student, holding the course credits, scholarship, and used to identify the student for all Tech Prep and Sinclair purposes.

Should you like to supply the Tech Prep office a list of your students who desire to attend Sinclair, we can research each student record to provide you with information on which students must reapply, and which students are ready for registration in our system. It is our hope that by doing this research for you, we can better identify those students who need reapplication, and we can communicate to them the appropriate steps. To provide us a list, please direct information to me, Wendell Meyers at Wendell.meyers@sinclair.edu or 937-512-5146.

We are working closely with New Student Enrollment to provide clear and accurate information for students and families, and communicate this information quickly and effectively. It is important to note that New Student Enrollment will be reaching out to students regarding their reapplication via letters sent home, as well as phone calls to students. We encourage students to engage with these interactions as it is our desire for students to attend Sinclair, and feel free to ask questions regarding their application status and ability to register for classes.

Should you have questions regarding this process, or need further information on how to direct students, please don't hesitate to reach out me or any of our staff.

Please forward to your educational community who may need informed of this information.

Sincerely,



Wendell Meyers