

ADULT EDUCATION STUDENT ENROLLED IN A CAREER PATHWAY

To be admitted as an Adult Education (AE) Student Enrolled in a Career Pathway, students must be enrolled in an AE class such as General Education Development (GED) prep, College Success Academy, English as a Second Language (ESL), or ESL for Professionals:

Step 1 - Apply to COM

Apply for admission (online) to at the ApplyTexas website (<https://www.applytexas.org/>).

Step 2 - Apply for Financial Aid

Apply for financial aid (online) at the Free Application for Federal Student Aid (FAFSA) website (English (<https://studentaid.gov/h/apply-for-aid/fafsa/>) or Spanish (<https://studentaid.gov/h/apply-for-aid/fafsa/>) or Texas Application for State Financial Aid (TASFA) (English (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/texas-application-for-state-financial-aid-2023-24/>) or Spanish (<https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/la-solicitud-de-ayuda-financiera-estatal-de-texas-tasfa-2023-24-spanish/>)). Learn more about financial aid here (<https://www.com.edu/financial-aid/>).

(COM School Code: 007096)

Step 3 - Submit Supporting Documents

- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>).
- Submit supplemental financial aid documents, if applicable.

Step 4 - Meet with an Advisor

- Meet with a Career Navigator to confirm career pathway.
- Students who have completed the steps to enrollment are eligible to meet with their assigned Advisor for academic planning. (First time in college students are required to meet with an advisor to confirm their academic plans.) Schedule an appointment using Navigate here (<https://www.com.edu/navigate/>).

Step 5 - Register for Classes

- Register for classes using Navigate here (<https://www.com.edu/navigate/>).

Step 6 - Pay Tuition Balance

- Pay tuition balance (after adult education scholarships are applied). Learn more about payment options here (<https://www.com.edu/payments/>).

Step 7 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the

college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

To obtain a COM ID Card:

1. Provide an official government-issued photo ID.
2. Student status must be verified using Web Advisor – Registration – Fee Statement and Receipt.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to the Doyle Family Administration Building – Student Help Center immediately.

Step 8 - Obtain Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus.

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on "Register a Vehicle" (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

Step 9 - Establish COM Email

- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

Step 10 - Purchase Textbooks

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbooks may also be available from independent retailers, including online retailers.

Step 11 - Attend Class

- Attend class as attendance is required for all classes. Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

Step 12 - Connect with Others

- Build academic and social connections on campus. Learn more about Student Life here (<https://www.com.edu/student-life/>).

Ability-to-Benefit (ATB)

A student who does not have a high school diploma (or its recognized equivalent) or who did not complete a secondary school education in a homeschool setting, may be eligible for federal financial aid through one of the ability-to-benefit (ATB) alternatives. However, the student must be enrolled in an eligible career pathway program. To be eligible for federal financial aid through ATB alternatives, a student without a high school diploma (or its recognized equivalent) must not only remain enrolled in the adult education component, but also the eligible postsecondary program component throughout the student's enrollment in an eligible career pathway program. The student must successfully complete the ATB alternative before he or she is eligible to receive federal financial aid.

Learn more about the ATB alternatives by contacting Student Financial Services here (<https://www.com.edu/financial-aid/>).

Need Assistance?

Contact the Student Help Center at 409-933-8663 or go to the Doyle Family Administration Building (1st floor).