

**EASTERN CENTER FOR ARTS AND TECHNOLOGY
2012-2013 REGISTRATION TIMELINES**

January 18, 2012	<ul style="list-style-type: none"> ✓ Counselor/Special Education Meeting ✓ Registration timeline distributed ✓ Distribution of 2012-2013 programs ✓ List of potentially returning and graduating students to be given to participating school representatives ✓ Admission guidelines half-day programs ✓ Registration cards available for each participating school
March 30, 2012	Verified list of potentially returning and graduating students due to your Student Success Coordinator, either Tess Eichenberger or Ferne Andre (Participating schools may indicate session preference for returning students at this time)
April 11, 2012 by 9 AM	<ul style="list-style-type: none"> ✓ Counselor/Special Education Meeting - 9 AM ✓ New registration cards for half-day programs and Penn State due to EASTERN from participating schools
April 25, 2012	Preliminary registration list and notification of any oversubscribed or imbalance in half-day programs to be sent to each participating school
May 2, 2012	<ul style="list-style-type: none"> ✓ Superintendents review Penn State enrollments ✓ Participating schools to verify and return registration list to their Student Success Coordinator ✓ Students with a grade of less than 70 who are returning to EASTERN need to have a plan for improvement
May 30, 2012	<ul style="list-style-type: none"> ✓ Participating schools to return the list of registered students in over subscribed programs in priority order ✓ AM/PM to be set
June 8, 2012	<ul style="list-style-type: none"> ✓ Participating schools to tell Student Success Coordinators those new students who may need support ✓ Participating schools to be notified of Mini Course availability ✓ Superintendents to make staffing recommendations
June 13, 2012	Joint Operating Committee to approve staffing
Week of June 18	Adjustments if necessary
On or before June 28	Review of 2012-2013 registration list by participating schools
June 28, 2012	Mini Course registration cards due
By August 1, 2012	Verify and update student enrollment at EASTERN to facilitate the addition of students on waiting lists