

**Registration Process Checklist**

- 1.  Complete an Application**
  - apply online at [EmilyGriffith.edu](http://EmilyGriffith.edu)
  - in person in the Registration Center at 1250 Welton Street
  - College of Health students must attend an information meeting, see website for a schedule
  
- 2.  Take a FREE Program Entrance Assessment Test**
  - assessment hours and days available on page 11
  - not necessary if taking Extended Learning Classes (except students in GED and Phlebotomy)
  - take test results to Registration Center
  
- 3.  Financial Aid (only for Financial Aid eligible programs)**
  - apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - get help with your Financial Aid application by making an appointment: 720-423-4744
  - *after receiving your Student Aid Report (SAR), make an appointment for certification, 720-423-4744*
  
- 4.  Meet with an Advisor**
  - to interpret assessment test scores, assist in course selection and discuss payment options
  - schedule an advisement appointment 720-423-4712 or [Lydia\\_Melvin@dpsk12.org](mailto:Lydia_Melvin@dpsk12.org)
  
- 5.  Register for Classes**
  - by phone 720-423-4702 (Note: at peak registration times please come in person)
  - in person in the Registration Center at 1250 Welton Street
  - Registration Center hours are on page 4
  - fall and spring schedules can be downloaded from the website: [EmilyGriffith.edu](http://EmilyGriffith.edu)
  
- 6.  Make Payment in Treasurer's Office**
  - pay with cash, check, or credit card (Visa or MasterCard only) in person or by phone: 720-423-4790
  - payment by cash, or agency/sponsor, or use of the payment plan option, must be done in person
  - payment is the only way to save your seat in class
  - no bill, receipt, or copy of schedule will be mailed
  - stop by the Treasurer's Office to verify payment
  - Treasurer's Office hours are on page 6
  
- 7.  Buy Books**
  - call 720-423-4712 to obtain a booklist
  - online at [www.specialty-books.com](http://www.specialty-books.com), 800-466-1365
  - College of Health books can be bought at Anschutz Medical Center Bookstore, 303-724-2665
  - books must be in hand for the first class in order to begin assignments