**Enrollment and Intake Promising Practices for Distance Education at Joliet Junior College:**

**Enrollment and Intake:** As soon as we knew Fall would remain online, we worked with JJC IT to create on online Enrollment form that would capture necessary Biographical Information, which students would access after viewing a brief online orientation video. Find the video here: <https://jjc.edu/department-adult-education-and-literacy-online-registration>

The online form begins here: <https://www.jjc.edu/adult-education-and-literacy-application>

-Students receive automatic email confirmation that their form was submitted, including the links to create their JJC email address and information about the technology/app they will use in their online class.

-Results populate in the JJC Website itself, and are available for export into Excel. Front office staff use the results to enroll students in class. At this point, all HSE and ESL classes are all NRS levels, so staff assign to online classes and fill sections as applications are processed.

-Class enrollment is tracked on a Master Google Excel sheet in live time among all staff. Staff email class rosters to instructors.

-Testing for HSE students is currently executed in TABE Remote testing. Students are sent the Locator ahead, and populate remote testing sessions after successfully completing it. This drastically increases the chance that students will be able to successfully complete remote testing. CASAS eTests are beginning currently, and prioritizing testing for Family Literacy/SOS Program shared adult learners. It will begin in-person and execute remote tests as needed for those who cannot attend in-person.