



We are **Different.**
We are **Able.**

New Student Registration Steps: Becoming CAA Cardinal College Student

Updated: 10/30/18

Step 1: Take a Tour

Tours are at College of Adaptive Arts every Friday classes are in session at 1:00 pm located at 1401 Parkmoor Ave #260 San Jose, CA 95123. You may sign up for a tour through the CAA website at www.collegeofadaptivearts.org.

Step 2: Fill out and complete a CAA Application for Enrollment:

Please fill out and complete the CAA Application for Enrollment with the student given in your CAA tour packet. Please either bring the completed CAA Application for Enrollment to the CAA Front Desk, or mail it in. The CAA Student Registrar will review the student's application and contact you to set-up an online account through the CAA website.

Step 3: Make an account set-up appointment:

The CAA Student Registrar will schedule an appointment with the student and their conservator, or emergency contact to set-up an online account through the CAA website to register for classes and so CAA has all the students medical and emergency information on the computer in addition to the CAA Application for Enrollment.

Step 4: Enroll for CAA classes during the new student open enrollment period:

To enroll for upcoming CAA classes please schedule an appointment with The CAA Student Registrar, Katie Zeisl, to get registered for classes: katie@collegeofadaptivearts.org

Step 5: If a Regional Center Consumer . . .

Please send Current Quarter Student Transcript to your Service Coordinator **within 1 week of registration to have POS issued ahead of the beginning of the quarter. Confirmation of communication with Service Coordinator must happen within one week of registration, or the Student moves to the Wait List from all registered classes. The student will not be able to begin classes the first week if on the Wait List.** Confirmation of attempt to get POS authorization needs to be emailed to the CAA Bursar & SARC Invoicing Team of Laura Shields, laura.shields@collegeofadaptivearts.org and Bobbi Tafoya bobbi@collegeofadaptivearts.org or via telephone to Student Registrar at 408-538-3809.

Step 6: After receipt of attempt to connect with the Regional Center has been logged, your student's registration will return to Active Enrollment status.

Congratulations! You are now a life-long CAA Cardinal College Student! ☺

