Student Enrollment Policy

Enrollment Procedures

The Excel Center is structured to fit the academic and life needs of adults (18 years and older) earning a high school diploma, and the school encourages individuals who meet that criterion to apply for the school. Traditional-age students (younger than 18) interested in attending the Excel Center are encouraged to investigate other schools.

There are five steps to become a student at The Excel Center. Important dates and times in the enrollment process, such as the application deadline, Testing Days, iExcel, and first day of classes can be found at ***ExcelCenterHS.org.***

Step 1: Application

- Adults interested in enrolling at The Excel Center should apply online at ***ExcelCenterHS.org/Apply*** or visit The Excel Center.

Step 2: Submit a Transcript

- Applicants should contact the last high school they attended and ask them to fax their transcript to The Excel Center at 574.314.5571 (South Bend) or 219.844.1928 (Hammond)
- Transcripts should be submitted **as soon as possible.** Waiting until the deadline to submit a transcript may cause enrollment to be delayed until the following term.
    - In cases where a student has difficulty obtaining his/her transcript, the Excel Center may provide assistance. However, the transcript must be on file before a student can be officially enrolled in the school. If a transcript is not available, please contact the Excel Center for additional information.
- ***A transcript must be submitted to move on to Steps 3 & 4.***

Step 3: Attend a Testing Day

- All new students must complete a math, reading, and writing placement test to help determine the best classes for them to start.

Step 4: Attend iExcel Orientation

- iExcel is a required, one-day orientation program before classes begin.

Step 5: First Day of Classes

- Steps 1-4 ***must*** be completed for an applicant to begin classes at The Excel Center.

Any applicant who partially completes the enrollment process for a given term, but does not attend classes, should contact the Office Manager at 574.314.5570 (South Bend) 219.844.1911 (Hammond) to confirm their next step to enrollment.

Re-Enrollment: Students who withdraw from the school can re-enroll by contacting their Life Coach.

Waiting List Procedure

Enrollment Lottery

At such a time as The Excel Center student body reaches capacity, the school will hold a random lottery to determine which students will receive a place at the school.

a. The enrollment lottery will include only students who have completed the application and submitted their transcript.
b. Each student will be assigned a random number, and numbers will be drawn to determine which students will be offered a place at the school
c. Students selected will be offered the opportunity to enroll. Students not selected will be placed on a waiting list in the order that their numbers are drawn.
d. The Lottery will be held two weeks prior to the beginning of each term.

Waiting List

Throughout the year, some students will leave the school (either by graduating or by withdrawing from the school). When this occurs, the student's vacated place will be filled at the next iExcel by a student on the waiting list. Students will be selected from the waiting list on a first-come, first-served basis. The waiting list will be maintained year-round.