



College of Court Reporting
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 Hobart, IN 46342
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STUDENT INFORMATION RECORD

Applicant's Legal Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Work Phone _____ Cell _____

Admissions Representative _____

BACKGROUND INFORMATION

1. Email address _____
2. How long have you been thinking about this career field? _____
3. How did you find out about this program? _____
4. If accepted, when would you like to begin your education? _____
5. What is the best time to reach you by phone? _____
6. Is this the first Court Reporting program you are considering? ? Yes ? No
7. What other institutions have you researched? _____

Do you know anyone else that would like information about the College of Court Reporting?

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

PURPOSE OF INTERVIEW

Our process for evaluating students differs from most post-secondary institutions, and focuses primarily on the following criteria:

- ❖ We at the College of Court Reporting hold a long-standing reputation, one which we work to protect. With our successes over the years in PLACING OUR GRADUATES, we have discovered many of the individual skills and characteristics that companies look for. Therefore, we want the TYPE of students coming to our school who will RESULT in the TYPE of graduates these companies are looking for.
- ❖ We want students who are serious about their desire to succeed – We want students who will graduate – We want students ready (following graduation) to enter careers that interest them!
- ❖ We at the College of Court Reporting believe there are THREE MAJOR FACTORS that ensure success:

- ❖ DESIRE, INTEREST & MOTIVATION

- ❖ We believe that when a student has these key factors, it often makes the difference between graduation and drop-out!

My role as an Admissions Representative is to make a recommendation for those students who demonstrate these 3 factors or to recommend other options for those students who do not.

STUDENT ACADEMIC INFORMATION

1. Name of High School _____ City _____ State _____

Did you graduate? ? Yes ? No Year _____

2. Or Received G.E.D. ? Yes ? No City _____ State _____ Year _____

3. Have you had any college classes or attended other schools?

Date	School Name	Program Major	Diploma/Degree
___/___	_____	_____	_____
___/___	_____	_____	_____
___/___	_____	_____	_____

4. Would you consider yourself an average or above-average student? _____

5. Overall grade point average in High School _____ in College _____

6. How would you rate your overall attendance? _____

7. What computer classes/courses have you taken? _____
8. If you could change anything in your last school to make it better for future students, what would that be?

Why? _____

OCCUPATION HISTORY

1. Are you currently working? ? Yes ? No If yes, Where? _____
- Hours? _____ How long? _____ Salary? _____
2. What are your current job duties? _____
3. What do you like most about your job? _____
4. If there were two things that you could change about your job, what would they be? _____
- _____
5. What characteristics are most important to you in a career? ? Satisfaction ? Money ? Challenge
- ? Ability to express my creativity? ? Other _____
- Do you find that in your present job? ? Yes ? No Why not? _____
6. What is your salary expectation in 2-5 years? _____
7. Can you achieve that salary goal in your present job? _____
8. What made you decide to do something about it now? _____

FINANCIAL CONSIDERATIONS

1. If you are accepted, how do you plan to pay for your education? _____
2. What other resources do you have available? _____

- 3. VA Benefits Trust Funds Scholarships Employer/Agency
- 4. Do you have any school loans now? _____
- 5. Do you plan to work while in school? _____
- 6. How much are you planning to contribute to your education on a monthly basis? _____

LIFE PATH

STUDENT COMMITMENT

1. Based on the knowledge you currently have, do you feel that CCR will help you achieve your career goals?

Yes No Why or why not?

STUDENT COMMITMENT

2. On a scale from 1-10 (10 being highest), how would you rate your ability to finish what you start? _____

3. If you are accepted, do you see any obstacles that would prevent you from starting or finishing school?

4. Is there anyone who thinks this type of education is not the right option for you?

5. On a scale from 1-10 (10 being the highest), how serious are you about moving forward and pursuing your dreams? _____

6. What do you think will challenge you the most? _____

7. Do you want my recommendation? Yes No Why? _____

8. Give me three reasons I should give you my recommendation to CCR.

1) _____ 2) _____ 3) _____

9. If I were to recommend you, will you apply 100% to your studies and stick with your program until you graduate? _____

10. Do you want to try for acceptance into the College of Court Reporting? Yes No

If accepted by the College of Court Reporting, I will start my training on my scheduled start date.

Applicant's Signature

Date

REPRESENTATIVE'S RECOMMENDATION

Based on my interview with the above name applicant, I (recommend) (do not recommend) him/her for acceptance by the College of Court Reporting.

REPRESENTATIVE'S SIGNATURE

DATE

Comments for Acceptance Interviews: _____
