

Timeline for email notifications from SWIC PTA Program re: Program Acceptance & Start-Up

Timeline for email notification	Email content	Person sending	Student Reply Required
	Note: All correspondence will be sent to student's swic email address		Specific due dates noted in emails
March/April Following meeting between Enrollment Services – Evaluation Specialist and PTA Program Coordinator	Congratulations & acceptance of seat in program <i>Note: Alternates are alerted at this time of potential for seat in program and Denials are also sent out - at this time or earlier</i>	Enrollment Services – Evaluation Specialist & Academic Records Evaluator	<i>Reply accepting or rejecting seat in program necessary from accepted student within 10 business days</i>
April	Congrats on Acceptance/Info about PTA Program <i>Includes: PTA Bootcamp info (mandatory orientation sessions held in July) and Calendar of Important Due Dates</i>	PTA Program Coordinator	
May	More Info about PTA Program <i>Includes: medical exam info and Fall course registration info</i>	PTA Program Coordinator	<i>Reply with date of scheduled medical exam</i>
June	PTA Program Criminal Background (CBC) and Registry checks	Administrative Assistant to the Dean of BSHS	<i>Reply with Release Form & submit CBC info per instructions in email</i>
June	Additional requirements needing action for Students Accepted to PTA program <i>Includes: PTA Handbook link and required signature pages to be uploaded to Castlebranch & instructions for uploading medical exam info</i>	PTA Program Coordinator	<i>No reply necessary</i> <i>Students should take action on uploading medical documents and signature pages, per instructions in email</i>
July Prior to PTA Bootcamp	Friendly reminder <i>Includes: location of PTA Bootcamp & appropriate dress</i>	PTA Program Coordinator	<i>No reply necessary</i>
July Following PTA Bootcamp	Follow up from Program Coordinator <i>Includes: Suggestions for preparing for upcoming semester</i>	PTA Program Coordinator	<i>No reply necessary</i>