Welcome to the HHA class! (ALH 5203)

Please make sure that you have the following item on the First Day of Class / Class Orientation:

- Text book, and workbook (If you purchase the items from the Cowley bookstore, they will need a copy of your schedule to verify the course number)
- Copy of your driver’s license
- Copy of your Social Security card (You may also use a copy of your W-2).

(If you are enrolled in an online/hybrid course, you will have an orientation folder/assignment through ANGEL. There is also an e-learning orientation that is required for all first-time online students. This must be completed before you will be allowed access to your course).

Please note that KDADS requirements are specific about the number of hours you are in the classroom. Be on time and plan to stay the entire time the class is scheduled. Only students are allowed in the classroom, (no children or visitors). You are expected to have a strong willingness to participate in the class and a positive attitude.

You will need to complete the following in order to complete this class:

- TABE reading test must be on file prior to the first day of class.
- Application to test along with a copy of your driver’s license & social security card must be turned in the first day of class or as part of the online orientation, as it is sent to KDADS. (If you do not provide these documents, you should drop the class, as you will be unable to test).

To make sure your Cowley College account balance is paid by the last day of class:
- Pay in full or enroll in the payment plan program online at http://www.cowley.edu/admissions/ecashierpayment.html or contact the business office (620-441-5586).
- Financial Aid information is found at http://www.cowley.edu/admissions/finaid/index.html, or contact the financial aid office (620-441-5304).

After completing the course you will take the state board exam for certification. On test day, bring your Letter to Test, photo ID and social- security card.

We look forward to working with you in class! If you have any questions or concerns, you can contact the Allied Health Center at 620-221-3392 / Nursing Coordinator at 620-229-5982 / alliedhealth@cowley.edu