**Transition English & Math Registration Procedure**

**(BSP 4002 & 4003)**

The registration process for BSP 4002 (Transition English) and BSP 4003 (Transition Math) is as follows:

* Advisors will work with students to complete the **Literacy Education Information System (LEIS) – Student Intake Data Collection Form.** This form can be found in the PCC Academic Advising Center in Moodle. Look for it in the Resources section once you log into Moodle. Students are required to sign the registration form; however if data is collected via telephone or through a virtual advising platform, this can be noted in the student signature area [e.g., “Phone Interview”, “Zoom meeting”].
* Once completed, return the **LEIS Form** to Lori Giles via e-mail.
* The students will only be registered in Colleague (Datatel) after they begin instruction. **This will be completed by the Continuing Education Department.**