

1. AT HOME.

Complete your enrollment form application

- Go to <https://gmcami.org/registration/enroll-online/> to complete the free online application.
- You will be required to upload a photo of your diploma (GED or transcripts are accepted as well).
- Acceptance is based upon successfully passing drug screening and submission of high school diploma, GED, or transcripts.
- A GMCA representative will call you within 3 business days to verify the enrollment form and ask for your Social Security Number.

Optional: If you would like to tour the campus, please call 855-832-8879 to set up an appointment.

2. BEFORE CLASSES START.

Complete a free drug test

- Midland campus - will hold a drug screening event and the date will be announced (a valid photo ID is required).
- Lansing and Saginaw campuses - please contact the location for the drug screening form.

Pay tuition, book & lab fees

- Payment is required before your first night of class.
- Your invoice will be emailed to you approximately 2-3 weeks before each semester begins.
- We accept credit, debit, check and money orders.
- GMCA offers a variety of payment options:
 - Conveniently pay through your emailed invoice.
 - In person at the office.
 - By phone at 855-832-8879.
 - Pay online at gmcami.org.
 - Payment plans are available for tuition costs.

Receive class information

- Two or three weeks before your class, a confirmation letter will be mailed stating your class start date, location and time.

Start job placement assistance

- Please contact GMCA's job placement director at 855-832-8879.

Are you a Veteran? If so, please contact a GMCA representative in order to take advantage of your benefits!

3. YOUR FIRST CLASS.

Get your book

- Your book will be distributed at your first class (once payment is received).

Bring a pen/pencil

Remember safety gear

- Wear close-toed shoes to your class.
- Other required safety gear will be distributed/provided at your first class.