



# How To:

## PROCESS A WEST-MEC APPLICATION

**FOCUS Priority Processing Deadline: January 24, 2025**

**Hard copy AVFs will NOT BE submitted to West-MEC**

The rubric will be open for scoring beginning **December 20th** after S1 grades are final.

1

### Collect signed Application Verification Forms (AVFs)

- Use your Application Report to pull your SPS student list
- Verify Current Grade Level
- Verify West-MEC Campus Location is best for student commute
- Check that Program Requirements are met
- Review program time to ensure it works with student's schedule
- Check For Student & Parent Signatures
- Input rubric scores into FOCUS once first semester is complete

2

To access FOCUS: [focus.west-mec.edu/focus/](https://focus.west-mec.edu/focus/)

Username: first.last

Case Sensitive Password: West1234 (returning users: use your current password or contact West-MEC to reset your password)

3

To find a student in FOCUS: Enter their FOCUS ID number found on the AVF, or type first/last name in the "Find a Student/User" bar, then click the "Rubric" tab on the left.

To find SPS students, use Application Report.

4

To calculate the rubric score for the Priority 1 choice, select the point value from each drop down: Career Choice, GPA, Discipline & Attendance

5

### Once the Rubric is completed, input the required information:

- Student SAIS Number
- Rubric Status: **ONLY** Apps marked "completed/approved" by **01/24/25** will be considered for the priority allocation deadline
- Counselor Email
- Upload a copy of the signed AVF
- Upload a current student transcript (including S1 grades)
- Local Director signature is not required; however, rubric status may be changed to "Hold - Per Local Director" for district reasons

### Additional Documents to Upload (as needed):

- College Reading Test Scores
- Discipline report (if 4 + points are deducted)
- Student Success Action Plan (hold & upload until end of S2)



# Resources

## WE ARE HERE TO SERVE

### How To Print An AVF

- Enter the student name or FOCUS ID number in the "Find a Student/User" bar
- In the upper right corner, click the "Print a Form/Letter" dropdown
- Select "25/26 West-MEC Application Verification Form"
- Click the printer icon and select your printing preference

### Helpful FOCUS Video Tutorials

- Live Application Report: <https://ior.ad/9yrD> (use to identify SPS applicants)
- Live Enrollment Report: <https://ior.ad/a7MF>

### Helpful West-MEC Links

Application Edit Request



<https://bit.ly/3SLhzF6>

Counselor Portal:



<https://bit.ly/48yifnR>

Request a Recruiter



<https://bit.ly/3yqxu1C>

### Your West-MEC Liaisons

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Troubleshooting For: Application, Enrollment, or FOCUS Portal Issues

