

# STUDENT Checklist

## VISIT CAMPUS

- SCHEDULE A CAMPUS VISIT BY CALLING 620-450-2217 OR VISIT PRATTCC.EDU/TOUR.

## APPLY FOR ADMISSIONS

- COMPLETE AN ONLINE ADMISSION APPLICATION AT PRATTCC.EDU/APPLY.

## SELF-SERVICE ACCOUNT

- LOG IN TO YOUR SELF-SERVICE ACCOUNT AND UPDATE YOUR PASSWORD.
  - YOUR SELF-SERVICE ACCOUNT WILL BE INITIATED ONCE YOU HAVE COMPLETED THE APPLICATION FOR ADMISSION.
  - YOU WILL THEN RECEIVE TWO EMAILS TITLED "YOUR NEW PRATT COMMUNITY COLLEGE LOGIN." ONE EMAIL WILL CONTAIN YOUR USERNAME AND THE OTHER YOUR TEMPORARY PASSWORD.
  - FOLLOW THE LOGIN INSTRUCTIONS FOR SINGLE-SIGN ON FOUND IN THE MANUAL PROVIDED VIA YOUR WELCOME EMAIL.

## SCHOLARSHIP APPLICATION

- ONCE YOU HAVE SIGNED INTO SELF-SERVICE, COMPLETE THE PRATT CC SCHOLARSHIP APPLICATION ONLINE VIA THE E-CENTRAL PLATFORM.
- SUBMIT COMPLETED SCHOLARSHIP AGREEMENT OR ATHLETIC LETTER OF INTENT TO FINANCIAL AID OR ATHLETICS DEPARTMENT WITHIN 14 DAYS OF RECEIPT, IF AWARDED.

## FINANCIAL AID APPLICATION

- COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). DO THIS AS SOON AFTER OCT. 1 AS POSSIBLE. THE CODE FOR OUR INSTITUTION IS 001938.
  - APPLY AT WWW.FAFSA.GOV.
  - PRIORITY DEADLINE IS AUGUST 1.

## TESTING

- REGISTER FOR AND COMPLETE THE ACT OR ACCUPLACER TEST.
  - HAVE YOUR SCORES SENT TO PRATT CC (ACT SCHOOL CODE IS 1450) C/O OFFICE OF STUDENT SUCCESS PRIOR TO YOUR EARLY ENROLLMENT APPOINTMENT.
  - IF ACT, ACCUPLACER SCORES ARE PRINTED ON YOUR HIGH SCHOOL TRANSCRIPT, THE TRANSCRIPT MAY BE USED TO VERIFY SCORES.

## TRANSCRIPTS

- HAVE YOUR OFFICIAL HIGH SCHOOL AND COLLEGE OR UNIVERSITY TRANSCRIPT (POST-GRADUATION) SENT TO THE REGISTRAR AS EARLY AS POSSIBLE, BUT NO LATER THAN JUNE.
  - GRADUATION DATES MUST BE VERIFIED ON YOUR TRANSCRIPT AND FINAL GRADES FROM YOUR LAST ENROLLED SEMESTER MUST BE INCLUDED.



## RESIDENCE HALL APPLICATION

COMPLETE THE COLLEGE RESIDENCE HALL APPLICATION AT [PRATTCC.EDU/RESIDENCELIFE](http://PRATTCC.EDU/RESIDENCELIFE) AND SUBMIT \$200 DEPOSIT.

- IF YOU ARE A NEW INCOMING STUDENT LIVING IN THE RESIDENCE HALLS FOR THE FIRST TIME YOU WILL NEED TO COMPLETE THE NEW STUDENT HOUSING CONTRACT.

## BEAVER BUILDING DAY

ARRANGE TO ATTEND A BEAVER BUILDING DAY PRE-ENROLLMENT SESSION. REGISTER AT [PRATTCC.EDU](http://PRATTCC.EDU) UNDER QUICK LINKS.

- IF YOU'RE UNABLE TO ATTEND, PLEASE CONTACT YOUR ADMISSIONS REPRESENTATIVE TO SCHEDULE AN ALTERNATE ENROLLMENT APPOINTMENT.

## PAYMENT OF STUDENT BALANCE

CONFIRM BILLING AND ANTICIPATED FINANCIAL AID BY USING YOUR SELF-SERVICE ACCOUNT.

- IF YOU OWE A BALANCE- IN SELF-SERVICE, CLICK ON **FINANCES TAB/BALANCE** TO PAY IN FULL OR SET UP A PAYMENT PLAN BY CLICKING "**SETUP A PAYMENT PLAN**" ON HOME SCREEN IN SELF-SERVICE. THIS WILL ENSURE YOU ARE READY ON RESIDENCE HALL CHECK-IN DAY AND AVOID LONG LINES.
- AN ADMINISTRATIVE PROCESSING FEE OF \$100 WILL BE CHARGED AFTER AUGUST 1 IF STUDENTS HAVE NOT COMPLETED THEIR SCHOLARSHIP, LETTER OF INTENT OR CONFIRMED PAYMENT PLAN WITH THE BUSINESS OFFICE.
- THE EARLIER YOU SET UP THE PAYMENT PLAN, THE MORE PAYMENT OPTIONS YOU WILL HAVE, WHICH WILL REDUCE THE MONTHLY AMOUNT REQUIRED FOR THE PAYMENT PLAN.

# IMPORTANT *extensions*

## CURIOUS ABOUT OTHER PROGRAMS AT PCC?

THE FOLLOWING EXTENSION LIST WILL ASSIST YOU IN LOCATING THE PROPER DEPARTMENT THAT YOU ARE LOOKING FOR. IF YOU HAVE ANY ADDITIONAL QUESTIONS, PLEASE CONTACT US AT 620-450-2217.

### CALL 620-450-2XXX

ACTIVITIES	170	ENROLLMENT	217
ADD/DROP PROCEDURES	221	COLLEGE EVENTS	113
ADMISSIONS	217	OFFICIAL PAYMENTS	143 OR 134
ALLIED HEALTH	161	FINALS	105
ARTS AND SCIENCES	105	FINANCIAL AID	247
ATHLETICS	155	GRADUATION	221
BILLING ISSUES	143	HEALTH SERVICES	150
BOOKSTORE	176	RESIDENCE LIFE/HOUSING	120
SELF-SERVICE	217	MEAL PLANS	120
CAFETERIA HOURS	888	PAYMENTS	143 OR 134
CAMPUS VISITS	217	SCHOLARSHIPS	247
CATERING	888	SECURITY	77-1014 OR 2461
CHECK CASHING	134	TOURS	217
CLUBS AND ORGANIZATIONS	192	WORK STUDY	247
DEGREE CHECKS	221		
DEGREE EXCEPTIONS	105		
EMERGENCIES	9-911		

