



Enrollment Checklist for High School Students

Enrolling in CTE/College Start Classes while still in High School

- ✓ First-time student will need to complete the College Start Application at <http://prattcc.edu/college-start-college-credit-high-school-students/college-start-application>
- ✓ Submit a Parent/Guardian Permission Form, only necessary one time per year
- ✓ Submit your ACT Scores to the PCC Student Success Center if you are taking an English, Math or Chemistry Course
 - Pratt Community College
Attn: Office of Student Success
348 NE State Road 61
Pratt, KS 67124
- ✓ You will receive two separate emails, to the email you put on your application, titled "Your New Pratt Community College Login". You will also receive Self Service account instructions to your email. You must follow the provided instruction to change your password and access your account.
- ✓ Your **Self Service** account provides access to **enroll online**. Enrollment instructions are provided at your high school enrollment session, online at www.prattcc.edu, or from your high school counselor. Follow the instructions closely to select the courses in which you would like to enroll. Once you have selected courses, your counselor will be notified and they will approve or deny your selection.
- ✓ Your Self Service account provides access to **pay online, or set up a payment plan**. Log into your Self Service Account, select the Financial tab, select Payment Plan and follow the steps provided. You can also **pay by phone at 620.450.2134**
- ✓ Purchase your books. Books may be purchased through the PCC bookstore or through your choice of vendor. Some books for concurrent courses are provided by the high school

No courses can be added after the second full day it is in session. A full semester course can be dropped and refunded through the first full week of the course**