PRATT Community College

Checklist for High School Students Enrolling in CTE/College Start

- ✓ First-time student will need to complete the College Start Application at https://prattcc.edu/department/college-start-college-credit-high-school-students

- ✓ 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.

- ✓ 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.

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Pratt Community College
348 NE State Road 61
Pratt, KS 67124

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- ✓ Your **Self-Service** account provides access to **enroll online.** Enrollment instructions are provided at your high school enrollment session, online at https://prattcc.edu/college-start-college-credit-high-school-students/college-start-forms 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 Set-up a Payment Plan at the right hand side of the page, 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 5-Day enrollment window. A full semester course can be dropped and refunded through the first full week of PCC campus courses******