PRATT COMMUNITY COLLEGE

| Maximum Student Learning | Individual & Workforce Development | High Quality Instruction & Service | Community Enrichment |

Checklist for High School Students
Enrolling in College Start Courses

☐ First-time PCC students will need to complete the College Start Application at: College Start Application.

    Upon completion of your application and receiving your "Welcome" email, look for 2 more emails from PCC Admissions entitled, "Your Pratt Community College Login." These mailings are automated and may end up in the junk/spam folder of the personal email you provided on your application. The first email will contain a username/PCC email address and the second email will contain your password. Allow up to 24 hrs. for those emails to be sent after receiving this welcome email.

☐ Submit an "FERPA" Information Release Form for parents/guardians/others that you choose to be able to access your student information. This is a fillable form found in the Etrieve app.

☐ Submit an "Tuberculosis Screening" Form. This is also a fillable form found in the Etrieve app.

☐ Submit your ACT or Accuplacer Scores to the PCC Student Success Center if you are taking an English, Math or Chemistry Course.

☐ To enroll online, access the **Self-Service App** found in your PCC Microsoft 365 portal. Enrollment instructions are provided with your welcome email or online at college-start-enrollment-instructions. 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 by email, and they will approve or deny your selections.

☐ Purchase your books. Textbook information may be found by clicking on the name of a course in the step above. Textbooks may be purchased through the PCC bookstore or through your choice of vendor. Some books for concurrent courses are provided by the high school.

☐ If you are interested in enrolling in an EduKan course, a separate application is required. This can be found at EduKan.edu. For more information contact Cher Gruver at 620-450-2218.

☐ Your Self-Service account also provides access to **pay online or set up a payment plan**. Log into your Microsoft 365 portal, choose the Self-Service App, select Set-up a Payment Plan located on the right-hand side of the page, and follow the steps provided. You can also **pay by phone at 620.450.2134.**

☐ See the College Start Handbook for information about adding, dropping or withdrawing from classes.