

PRATT COMMUNITY COLLEGE 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.

ACCESS YOUR MICROSOFT 365 ACCOUNT

- ☐ Log in to your Microsoft 365 account for platform and application access
 - Your Microsoft 365 account is where you will access all your needed apps! Including your new [PCC email](#) and Self-Service.
 - Once your application is processed you will receive two emails titled "your new pratt community college login." One email will contain your username and the other your temporary password.

REQUEST OFFICIAL TRANSCRIPTS

- ☐ Request your final/official high school transcript, GED, other college transcript(s) and/or military credit be sent (from the sending institution) electronically to registrar@prattcc.edu or mailed.

PLACEMENT TESTING

- ☐ Register for and complete the ACT or Accuplacer test.
 - have your scores sent to the student success office (ACT school code is **1450**) prior to your early enrollment appointment or Beaver Building Day.
 - If ACT or Accuplacer scores are printed on your high school transcript, this may be used to verify scores.

BEAVER BUILDING DAY - GET ENROLLED

- ☐ Sign up to attend an enrollment beaver building day session. Register at prattcc.edu under quick links.

PAYMENT OF STUDENT BALANCE

- ☐ Confirm billing and anticipated financial aid or scholarships by accessing your Self-Service account.
 - Pay in full or set up a payment plan by clicking "**setup a payment plan**". The earlier payment plans are set up the more options you will have. An administrative processing fee of \$100 will be charged after August 1, if students have not yet confirmed scholarships, letter of intent or set up a payment plan.

STUDENT HOUSING APPLICATION >>>



- ☐ Complete the New student residence hall application in your etrieve forms and submit \$200 deposit.
 - Upload required Immunizations to [Etrieve Form](#)

SCHOLARSHIP APPLICATION >>>



- ☐ Once you have signed into office 365, log in to Etrieve to complete the scholarship application

FINANCIAL AID APPLICATION >>>



- ☐ Complete the free application for federal student aid (FAFSA), at www.studentaid.gov. Annually opens Oct. 1
 - priority deadline is August 1.
 - Federal School code: **001938**

