



STUDENT CHECKLIST

- ☐ **VISIT CAMPUS** » Schedule a campus visit at www.prattcc.edu/tour.
- ☐ **APPLY FOR ADMISSIONS** » Complete the free online application on www.prattcc.edu/apply.
- ☐ **LOG INTO PCC MICROSOFT 365 ACCOUNT** » Log in to your Microsoft 365 account to access **required FERPA and TB forms** as well as other forms.
- ☐ **COMPLETE THE FINANCIAL AID APPLICATION - FAFSA** » Complete the Free Application for Federal Student Aid - FAFSA at www.studentaid.gov. 
- ☐ **REGISTER FOR BEAVER BUILDING DAY - ENROLLMENT DAY** » Sign up to attend a Beaver Building Day. Registration opens **the first Monday of January**. If at all possible, try to attend in person, but if you can't, phone enrollment is an option.
- ☐ **COMPLETE THE STUDENT HOUSING APPLICATION** » Complete the new student residence hall application and submit the required \$200 deposit. The application opens **the first Monday of February**.
» Uploaded needed immunizations to **Etrieve**. 
- ☐ **COMPLETE THE SCHOLARSHIP APPLICATION** » Log in to Etrieve and complete the PCC Scholarship Application. 
- ☐ **COMPLETE ANY NEEDED PLACEMENT TESTING** » Contact Student Success at 620-450-2156 if you have questions on whether placement testing is required for your area of study. Some programs no longer require any placement tests.
- ☐ **REQUEST OFFICIAL TRANSCRIPTS** » Request your final/official high school transcript, GED, college transcript(s) and/or military credit to be sent electronically to registrar@prattcc.edu.
- ☐ **ATTEND BEAVER BUILDING DAY** » Meet with an advisor, finalize housing, get your student ID picture taken, set up a payment plan, and more. Our goal is for you to leave feeling completely prepared and confident for move-in!
- ☐ **SET UP A PAYMENT PLAN/PAY STUDENT BALANCE**
 - » A payment plan or payment in full must be completed before a student is allowed to move into the residence halls.
 - » The earlier you set up a plan, the more flexible your payment options will be.
 - » This can be done in person on Beaver Building Day or by using your Self-Service Account.

