

STUDENT CHECKLIST

- ☐ **SCHEDULE A CAMPUS TOUR**
» Schedule a campus tour at www.prattcc.edu/tour to see PCC and learn more about what we offer at Pratt Community College.
- ☐ **APPLY FOR ADMISSION**
» Complete the free online application at www.prattcc.edu/apply.
- ☐ **LOG INTO PCC MICROSOFT 365 ACCOUNT**
» Log in to your Microsoft 365 account to access Etrieve and complete your required forms, including the FERPA and TB Questionnaire.
- ☐ **COMPLETE THE FINANCIAL AID APPLICATION (FAFSA)**
» Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. The FAFSA opens annually on October 1.
- ☐ **REGISTER FOR BEAVER BUILDING DAY**
» Beaver Building Day is your enrollment day at PCC. You'll meet with an advisor, finalize your schedule, finalize housing, get your student ID, check on your financial aid, and take care of other important enrollment steps. We strongly recommend attending in person. If you are unable to attend, phone enrollment is available. Registration opens January 1. **Sign up to attend at www.prattcc.edu/campus-events/.**
- ☐ **COMPLETE THE STUDENT HOUSING APPLICATION**
» Complete the New Student Housing Contract and submit the required \$200 housing deposit. The housing application opens the first Monday in February. Upload required immunization records in the Etrieve app.
- ☐ **COMPLETE THE SCHOLARSHIP APPLICATION**
» Log into the Etrieve app and complete the PCC Scholarship Application.
- ☐ **COMPLETE ANY NEEDED PLACEMENT TESTING**
» Contact Student Success at 620-450-2156 if you have questions about 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 transcript, 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, 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 OR PAY YOUR STUDENT BALANCE**
» Students must establish a payment plan or pay their student balance in full before moving into the residence halls. This can be done in person on Beaver Building Day or through your Self-Service account.