

# 'S COLLEGE ENROLLMENT CHECKLIST

Date Completed	Desired Completion Date
<b>1. APPLY</b>	
<input type="checkbox"/> Complete the application for admission to MCC at: <a href="http://www.mcckc.edu/apply">www.mcckc.edu/apply</a>	August-April
<input type="checkbox"/> Log onto myMCCKC using your MCC User ID  Students who used an email address on the application will receive their myMCCKC User ID electronically. All other students will receive it via US Mail. If you did an application online, you may use 'Need Password' to create your own password to the myMCCKC Student Center.	August-April
<input type="checkbox"/> Submit lawful presence documentation.  Scan and e-mail your driver's license or birth certificate to <a href="mailto:Metro.Datacenter@mcckc.edu">Metro.Datacenter@mcckc.edu</a> . Include your MCC Student ID number and date of birth in the e-mail. You may also bring in the document (or a copy) to any MCC Records Office.	August-April
<input type="checkbox"/> Request official transcripts of any college work completed (dual credit)  Official transcripts for college credit must be requested at the college in which your credit are through, not your high school transcript.	August-April
<input type="checkbox"/> Request your final transcript be sent to the MCC-Student Data Center.  A+ eligible students need to make sure they request the A+ certified stamp on the final transcript. <b>MCC-Student Data Center 3200 Broadway Kansas City, MO 64111</b>	April -May
<input type="checkbox"/> If you have a documented disability and would like accommodations in college, notify <a href="#">Access Services Office</a> at 816-604-6651.	At time of application
<b>2. FINANCIAL AID</b>	
<input type="checkbox"/> Apply for a PIN at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a> .  At the end of your FAFSA, you and your parent (if you are a dependent student) must agree to the FAFSA certification statement and sign your application. The easiest way to sign your application is electronically using a Federal Student Aid PIN. You and your parent will need your own individual PINs to sign.	Jan - April
<input type="checkbox"/> Complete the FAFSA at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> .  To apply for Free Federal Student Aid at MCC you will add MCC's school code: <b>002484</b> to your FAFSA. The best time to complete the FAFSA is when you are doing your taxes! A+ students are required to complete a FAFSA each academic year they are enrolled.  <b>Here is what you will need to complete the free application for aid:</b> <input type="checkbox"/> Your Social Security Number. Be sure it is correct! <input type="checkbox"/> Your driver's license (if any) <input type="checkbox"/> Your 2010 W-2 Forms and other records of money earned <input type="checkbox"/> Your Parents 2010 Federal Income Tax Return (if you are a dependent student) <input type="checkbox"/> Your 2009 untaxed income records: Veteran's benefits records, child support, worker's compensation <input type="checkbox"/> Your current bank statements <input type="checkbox"/> Your current business and investment mortgage information, business and farm records, stock, bond and other investment records. <input type="checkbox"/> Your alien registration or permanent resident card (if you are not a U.S. citizen)	Jan- April
<input type="checkbox"/> Submit a completed Financial Aid Information form to MCC's financial aid office. All forms for financial aid can be found at <a href="http://www.mcckc.edu/forms">www.mcckc.edu/forms</a> .	Jan- April
<input type="checkbox"/> Check your MCC Student e-mail and your myMCCKC Student Center 'To Do' list to see if additional paperwork is needed.  MCC will let you know if you have been selected for verification or there is a problem with your FAFSA on your myMCCKC Student Center. For specific questions, please contact your financial aid office on campus.	Jan- April

2. FINANCIAL AID CONT'D	Date Completed	Desired Completion Date
<b>Financial Aid Priority Deadline for Fall is May 30.</b> <b>Students who do not complete all steps to the financial aid file by this date may have to pay for their classes and be reimbursed if the file is completed by September 15.</b>		
<input type="checkbox"/> Apply for Scholarships MCC has scholarships you can use in addition to your A+ benefits. The scholarship application deadline is <b>April 1</b> . For scholarship details and to download the application visit: <a href="http://www.mcckc.edu/scholarships">www.mcckc.edu/scholarships</a>		March 15
<input type="checkbox"/> Apply for Direct Loans (only if absolutely necessary- these must be repaid!) Students interested in receiving low interest federal loan will need to sign up for a Direct Loan Entrance Session at <a href="http://www.mcckc.edu/visitbr">www.mcckc.edu/visitbr</a> . At this session, you will complete the required entrance counseling and promissory note during this session at MCC- Blue River.		Nov. – April
<b>3. TESTING AND ADVISING</b>		
<input type="checkbox"/> Complete COMPASS Testing or submit ACT scores. Testing is required in English, Reading, and Math for most students and must be completed prior to enrollment. If you have taken the ACT within the last two years, you may be able to use those scores to determine placement. To send your ACT scores just add MCC as a school to send your scores to when you take the ACT test or send your high school transcript. COMPASS testing may take place at your high school or on any MCC campus. Please contact your high school counselor about opportunities to take the COMPASS test at your high school. <b>MCC-Blue River testing hours are:</b> Walk-in: Monday- Thursday 9:00am- 4:00pm Some Fridays: 9:00am- 2:00pm <b>Follow these guidelines for a successful test:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Know your social security and student ID number.</li> <li><input type="checkbox"/> Bring a photo and state ID.</li> <li><input type="checkbox"/> Calculators are allowed. For a list of allowable calculators visit: <a href="http://www.act.org">www.act.org</a></li> <li><input type="checkbox"/> Study sample questions at <a href="http://www.act.org/compass/sample">www.act.org/compass/sample</a></li> <li><input type="checkbox"/> Get plenty of rest and take the test seriously.</li> </ul>		Nov- April
<input type="checkbox"/> Sign up for a New Student Enrollment Group. Contact the MCC-Blue River Student Development Center at 816-604-6558 to sign up for an enrollment group. Students receiving financial aid including A+ must attend an enrollment group or meet with an advisor to declare a program of study.		April
<b>4. PAY</b>		
<input type="checkbox"/> Pay for any unpaid charges on your account. If you have unpaid charges on your account, you may pay in full or sign up for a payment plan online. The payment plan allows you to pay tuition and fees in three installments. A+ will pay for tuition (not books, lab, or special program fees).		
<b>5. ATTEND</b>		
<input type="checkbox"/> Attend New Student Orientation. Sign up at <a href="http://www.mcckc.edu/orientation">www.mcckc.edu/orientation</a>		August
<input type="checkbox"/> Purchase books, obtain free parking sticker and free student ID card. Books may be purchased at the bookstore at the campus you will attend classes or on-line at <a href="http://www.mcckc.edu/bookstores">www.mcckc.edu/bookstores</a> prior to start of classes.		August