

Ten Steps to Successfully Enrolling in Community College

For High School Seniors

Step 1 – Apply to a California Community College

- ☐ Complete and submit an online application by visiting your community college's website or using www.cccapply.org. If you need help completing your application, ask your guidance counselor, college advisor, and/or college and career center staff at your high school. You also can visit the admissions office or welcome center at the community college where you are applying to receive assistance.
- ☐ Have high school transcripts and transcripts from all colleges you have attended sent to the admissions office, if required.

Step 2 – Take the English and Math Assessment Exam

Most students are required to take the math and English placement exams before registering for classes. **These exam scores count, so take the tests seriously!** With higher math and English scores, you can skip levels of English and math at community college, saving you time and money.

- ☐ To prepare for the assessment exams, review any study guides that your college provides.
- ☐ Book an appointment to take the exam. Community colleges post their exam schedules online or have a phone number you can call to get more information on exam dates and times.
- ☐ Arrive early to your assessment appointment.
- ☐ Bring photo identification with you on the day of your exam.
- ☐ Pick up your exam results
- ☐ Make an appointment to meet with a counselor after taking your exam.

Take your exam early in the spring semester of your senior year (or even earlier, if allowed to do so by your local community college). Taking your exam early is beneficial for several reasons:

1. You will be able to meet early with a counselor to review your exam scores and choose classes for your first semester in college while still in high school.
2. Some colleges require that you wait a certain period of time before re-taking exams. Taking your exams early enough will give you the opportunity to re-take your exam for a higher score and placement in a higher level course. Check your college's policy on re-taking exams.
3. If taken early enough, you can register for a math and English course over the summer at your college so that you can get a head start on your classes and ease your transition to college.

Step 3 – Attend an Orientation Session

- ☐ You must attend an orientation following your assessment exam. At some colleges, students have the option of attending an orientation in person OR online after receiving their exam results. During your orientation you will be provided with information about student services, transfer and degree requirements and programs, college policies, course selection, and registration procedures.

See other side!



Step 4 – Meet with a Community College Counselor to Your Pick Classes

- ☐ You are expected to see a counselor to select your courses. Counselors are usually available to see new students after their in-person orientation. Bring a copy of your assessment exam results and high school transcript.
- ☐ Discuss your educational goals and interests with your counselor. If you are planning on transferring, notify your counselor at your first meeting so they can help you create an education plan leading to transfer. Also, visit the Transfer Center at your campus to discuss your transfer plans.

If you need more time with your counselor, schedule a longer follow-up appointment. If you are not satisfied with your counselor, you can always ask to meet with someone else the next time you make a counseling appointment.

Step 5 – Apply for Financial Aid

While students applying to community college can apply for financial aid year round, it is best that you apply during the spring semester before you begin your first year in college. The priority deadline is **MARCH 2.**

- ☐ Apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) form online at www.fafsa.ed.gov.
- ☐ Fill out a Cal Grant grade point average verification form by March 2nd (for all students, including community college students) and September 2nd (for community college students only). You can get forms at your high school or at your college financial aid offices.

Step 6 – Visit the Financial Aid Office to Get Your Paperwork Processed

The Financial Aid Office administers grants, loans, and work-study programs, which may be awarded to qualified students. Financial aid officers are available at your college to help answer any questions you may have about financial aid.

- ☐ In order to receive a financial aid award letter, you must first print your Student Aid Report (SAR) from www.fafsa.ed.gov and submit a copy to the financial aid office at your college. Some financial aid offices may be able to pull up your SAR in their computer system and may not need a printed copy. Bring one just in case!
- ☐ Turn in a completed Board of Governors Fee Waiver form.
- ☐ Sign and return any documents provided by the financial aid office which require your signature and/or your parent(s) signature. Do not delay in returning these documents or any other documents requested by the financial aid office!
- ☐ The financial aid office will need time to process your paperwork. Ask when your financial aid award information will be available and how the information will be made available to you (i.e. via the mail or online).

Step 7 – Register for Classes

- ☐ Register on time! Take your registration appointment seriously and apply for classes during your scheduled appointment. If you register after your appointment, you may not be able to get the classes you need.
- ☐ Have a list of your classes and course codes before beginning registration. Make sure none of your classes overlap – the registration system will block you from doing so. Have “back up” classes, just in case you don’t get all the classes you want.
- ☐ To check which classes are transferable, go to www.assist.org.
- ☐ Depending on the community college, you can register online, over the phone, or in person.

Step 8 – Pay Your Registration Fees

- ☐ You can usually pay for your classes in-person at the college’s Cashier’s Office, by mail, or online by credit card. Check with your community college to determine payment options.

Step 9 – Sign up to Participate in Student Support Services

- ☐ Get connected to student support programs and take advantage of the services they offer. Visit the Extended Opportunity Programs and Services Office (EOPS), Transfer Center, Student Learning Center (or Tutoring Center) and other service programs available at your college.

Step 10 - Prepare for your First Day of Classes!

- ☐ Get your student ID card! Your card will give you access to the library and computer labs.
- ☐ Purchase your books and materials/supplies
- ☐ Buy a planner to help you manage your time and assignments.
- ☐ Print your class schedule and keep a copy with you.
- ☐ Print a copy of your college’s academic calendar to keep track of important deadlines. Take note of important deadlines such as the “Add” and “Drop” deadlines.
- ☐ Become familiar with your campus and find out where your classes will be located.
- ☐ Make a good impression on your professors by showing up to your classes on time. If you do not show up to a class or you are late during the first few weeks of the semester, you may be dropped from the class and your place may be given to a student who is on the waitlist.
- ☐ Don’t be nervous! You are going to do a great job! If you need help, make sure to connect with one of the student support programs on your campus.