

Fort Scott Community College's Enrollment Checklist

1. **APPLY:** Apply online at www.fortscott.edu/applynow
2. **HIGH SCHOOL TRANSCRIPT:** Have your high school mail or fax your high school transcript to (*make sure you tell them it has to have your graduation date and an official signature on it*) –
 - a. Fax: 620 223 4927 ATTN: REGISTRAR
 - b. Email: courtneym@fortscott.edu
 - c. Postal Service: Fort Scott Community College
ATTN: REGISTRAR
2108 S. Horton
Fort Scott, KS 66701
3. **COLLEGE TRANSCRIPTS:** If you have taken any college courses at any other college or as dual credit or concurrent classes, please have that college(s) send an official transcript to us via postal service or via electronic transfer –
 - a. Postal Service: Fort Scott Community College
ATTN: REGISTRAR
2108 S. Horton
Fort Scott, KS 66701
 - b. We also accept college transcripts through Student Clearinghouse, Parchment, eScript, and Scrip-Safe. If you use one of these online services, have the electronic transcript sent to:
courtneym@fortscott.edu
4. **FINANCIAL AID:** Please log onto and complete the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>. When you get to the section that asks you if you would like to upload your information from the IRS, it is highly recommended that you do so. Uploading your information directly from the IRS website can reduce the time and paperwork of getting approved. (NOTE: When the program takes you to the IRS website, it can take a few minutes for the information to download, so just be patient).

Again, having your FAFSA completed by July 1st is best to help insure your aid is disbursed in a timely manner.

5. **SCHOLARSHIPS:** FSCC offers more than 350 scholarship opportunities. To apply for scholarships –
 - a. [Apply to Fort Scott Community College](#), if you haven't already
 - b. Go to fortscott.edu/Student
 - c. Click [GIZMO](#) and sign in with your FSCC ID and PIN
 - d. Go to **Account Info** and select **Scholarship Application**
6. **PLACEMENT TESTS:** Prior to enrolling you, we need your high school transcript and your ACT, SAT or other placement scores. If you have not taken the ACT or SAT tests, then we offer Accuplacer here on the FSCC campus. If taking the Accuplacer here is not feasible, then you can take it at another college and have your scores sent to us. If you take it at another institution, then your score sheets must be sent to us by the college testing center please. Those scores can be faxed to 620 223 4927 or emailed to us at: advising@fortscott.edu
7. **CONTACT THE FSCC ADVISING DEPARTMENT:** To set up an appointment with an advisor to enroll or get assistance with logging into your account, please contact Advising at:
620 223 2700 ext. 3630 or at advising@fortscott.edu

HELPFUL INFORMATION, PLEASE READ: *We cannot emphasize how critical it is that you get your FAFSA, and any other required financial aid forms, completed as early as possible. Once you have applied to the college and completed your FAFSA, check your FSCC email regularly for information from FSCC's financial aid department. Or just give them a call to find out your status at: 620 223 2700 ext 3522. Financial Aid usually has be completed in order for you to buy your books and supplies. So if it is not completed early enough, you might have to pay for these items out of pocket. Please remember, July 1st is the optimal date to have your financial aid completed.*