Welcome to Fort Scott Community College!
Home of the Hounds!

A step by step walk-through of how to become a student at FSCC!

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Dates that are critical for you to know!

To enroll you into classes accurately and to help us get you into the appropriate classes, we need the following by the dates below.

• **Previous College Transcripts**: Official transcripts need to be in the FSCC Registrar’s Office no later than 1 month before classes start for any semester in order for them to be processed.

• **ACT or SAT Scores**: Please send a copy to Advising at: advising@fortscott.edu no later than 1 month before classes start.

• **High School transcripts** (we need it 1 month before classes start): Official transcript must be sent by the high school only and must have your graduation date and an official signature on it. It must be sent directly to the Registrar by email or U.S. Postal Service. Your high school can email it to: courtneym@fortscott.edu or they can mail it to:

  Fort Scott Community College  
  ATTN: Registrar  
  2108 S. Horton  
  Fort Scott, KS 66701

• **FAFSA** – needs to be completed as early as you possibly can do it. (If possible, no later than 1 month before classes start)
FOUR First Steps…

1. **Apply** to Fort Scott Community College here: [http://www.fortscott.edu/](http://www.fortscott.edu/)

2. **Transcripts:** If you have previous college credits through dual credit or if you attended any other college or colleges, use Student Clearinghouse or Parchment to have your official transcript sent to us. Also, please have your high school email, or fax us, directly your official high school transcript to: courtneym@fortscott.edu or fax it to 620-223-4927 with a cover page that says “ATTN: Registrar!” The high school transcript will only be accepted if it has a graduation date and official signature.

3. **Placement Scores:** Fax or email your ACT, SAT, or Accuplacer scores to Admissions at: Advising@fortscott.edu

4. Do your **FAFSA** (Free Application For Student Aid). If you have already completed your FAFSA, please be sure you have added Fort Scott Community College to it! Here is the link to do your FAFSA: [https://studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa)
Four First Dates...

1. **Applying to the college:** The best date to apply to the college is simply this; the earlier you apply the better. To make sure you have opportunities for scholarships, be sure to enroll by January 30th before the fall you plan to start attending. If your first semester is going to be a spring semester and you didn’t apply by the previous January 30, please talk to Admissions or Financial Aid about what scholarships are available.

2. **Transcripts:** To help prevent misunderstandings with enrollment, please have your high school transcript and any/all college transcripts sent to us, and please confirm we have received them a minimum of 4 weeks prior to first day of the semester.

3. **Financial Aid:** To insure your financial aid is processed in time, have your FAFSA completed no later than July 1 for Fall Classes, November 1 for spring classes, and May 1 for summer classes. The very last day financial aid can be processed for summer classes is June 30.

4. **Placement Scores:** Prior to enrolling any student (if they haven’t had College Algebra or College English 101 Comp), we must have either their ACT or SAT or Accuplacer scores.
Three Must Knows…

1. **Housing**: If you are staying in FSCC dorms, be sure to complete the dorms forms as early as possible because dorms fill up quickly! Here is the link to the dorm forms: http://www.fortscott.edu/housing

2. **How to log into FSCC ‘s Systems**: You will need access to your FSCC email and Gizmo to find out critical information about your financial aid and your schedule. Here is a link to instructions to help you log in to our systems: http://www.fortscott.edu/sites/default/files/PDFs/Student%20Survival%20Guide%201-27-2017.pdf

3. **Where to go for help**: For assistance with enrollment, logging into FSCC’s systems, or advising information, please contact the Advising Offices at 620-223-2700 ext. 3630
Logging In…

• Three Systems, one portal (Student Portal)
  1. Go to www.fortscott.edu
  2. Click on the “Student Portal” at the top right corner
  3. Now you will see “Gizmo Login, Student Email, Blackboard Login”

• **Logging into Gizmo:** Enter your 9 digit student ID #, then enter your 4 digit PIN # (You created this when you completed your online application.

• Logging into your Student Email: Enter your username which is your FSCC email address (first initial_last name_last four digits of your student ID #). For your password, enter the password you created for your email when you applied. **Contact Advising if you have any issues logging into your FSCC email or need your password reset** (NOTE: Financial Aid and your instructors will only communicate with you through your FSCC email. So please log in often to check your mail!)

• If you have any issues logging into your Gizmo or FSCC email, contact advising at ext. 3630

• Logging into Blackboard: Enter your 9 digit student ID # for your username. Then enter the last 4 digits of your social security number for your pin/password. (If the last four of your social starts with a zero, just enter the last three digits. If you have problems logging into Blackboard or need assistance with Blackboard, please call 620-223-2700 ext. 3441 or stop by the FSCC Library for assistance.
Contacts

- Admissions 620-223-2700 ext. 3510
- Advising 620-223-2700 ext. 3630
- Athletic Director's Asst. 620-223-2700 ext. 7350
- Cashier 620-223-2700 ext. 5090
- Dorms/Housing 620-223-2700 ext. 3526
- Financial Aid 620-223-2700 ext. 3522
- Library/Black Board Help 620-223-2700 ext. 3441
- Registrar 620-223-2700 ext. 3560