

How to become a Fort Scott Community College student...

1. **APPLY:** Go to www.fortscott.edu click on the **“Apply Now”** tab and complete the online application.
2. **FINANCIAL AID:** Go to: <https://studentaid.ed.gov/sa/fafsa> and complete the FAFSA to see if you are eligible for financial aid (Pell Grant and/or Student Loans). **NOTE:** Please use the IRS Link/Upload tool; It will save you time and can reduce your financial aid paperwork a lot!
3. **High School Transcript/GED:** Have your high school send a signed copy of your high school transcript AFTER your graduation that includes your **graduation date** and **an authorized signature** to the FSCC Registrar’s Office at 2108 S. Horton, Fort Scott, KS 66701. You may also fax them to 620 223 4927, ATTN: Registrar or have the high school email them to *To get a copy of your GED certificate, go to <https://www.diplomasender.com/>.* To receive Financial Aid, a signed copy of your GED transcript must be on file with the Registrar.
4. **OTHER COLLEGE TRANSCRIPTS/CREDITS:** If you have taken any college classes from any college (or concurrent classes while in high school), please have the college(s) send an official transcript to the FSCC Registrar’s office. ***The following electronic services below are the fastest and most secure method to have your college transcripts sent to us. Some colleges may not participate in the electronic services.***
 - Student Clearinghouse: <https://tsorder.studentclearinghouse.org/school/select>
 - a. Parchment: <https://www.parchment.com/order/my-credentials/>

To receive financial aid, any/all college transcripts must be disclosed and on file with the Registrar’s office. These must be official transcripts only sent directly to the Registrar from the other college(s) or via one of the electronic services listed above.
5. **ENROLL IN CLASSES:** To enroll in classes we will need your ACT scores, or, if you didn’t take the ACT, you will need to take the Accuplacer Placement exam in our Student Success Center or provide us with a copy of your Accuplacer scores. If you have them, please send a copy of your ACT or Accuplacer scores to the Advising office via fax (620-223-4927) with a cover page (ATTN: ADVISING) or via email to advising@fortscott.edu before your enrollment appointment. Or bring them with you when you come to enroll. We use the placement scores, and other measures, to determine your placement in our English or Math courses.

Stop by, or call, to set up an appointment with Advising to enroll in classes at 620-223-2700 Ext. 3630

Campus Tours: 620-223-2700

admissions@fortscott.edu

Financial Aid & Dorms

FINANCIAL AID INFORMATION

One of the most important things you will do to help yourself be successful at college is your Financial Aid. To insure your financial aid is available to you, have your FAFSA completed and any additional paperwork required by our financial aid office turned in by **JULY 1st.**

When you complete your FAFSA, that information then goes to our financial aid office for them to process it. They may then require additional verification paperwork. So please check on the progress of your financial aid regularly in your Gizmo account, or with the FSCC financial aid office, until you know it has processed and they have everything they need. You can reach the financial aid office at
620 223 2700 ext 3522

DORMS/HOUSING

1. Complete the housing application and other forms here: <http://www.fortscott.edu/housing> as soon as possible to insure a dorm space (for fall semester, by June 1).
2. Follow up with the Director of Student Life to insure you have all the correct forms completed and any application fees paid.
3. The SYCAMORE GROVE APARTMENTS and GREYHOUND LODGE are both off campus housing and are several blocks away from the campus. Both Boileau Hall and Greyhound Hall are on campus housing. Contact for Housing is 620-223-2700 ext. 3526

I think I have completed everything, now what?

1. Continue to check on your financial aid until you are certain our (FSCC) financial aid office doesn't need anything else from you and your financial aid is finalized.
2. Make sure that your high school has emailed or faxed your high school transcript to the Registrar. (Remember it must have your graduation date and an authorized signature).
3. If you are transferring in other college credits, be sure you have ordered, and the Registrar has received, those official transcripts from the other college(s). (You cannot receive financial aid until all other college transcripts are here and we need them to give you credit for those hours!)
4. As a student, doing well in class is your number one priority. Athletes, be sure you know how many credit hours you must pass each semester, as well as the cut-off GPA to maintain eligibility. You must take care of your academics first; you could lose your scholarship or be dropped from the team if your grades are not maintained.
5. The day after you enroll into classes, or any day thereafter, you can pick up your Student ID Card in the Student Services main office. Please bring your Driver's License or other valid ID to get your FSCC ID card.
6. You can pick up your books from the campus bookstore the week prior to classes or the first day of classes.

GIZMO, FSCC Student Email & Blackboard

Three Systems, one portal (Student Portal)

1. Go to www.fortscott.edu
2. Click on the “Student Portal” at the top
3. See “Gizmo Login, Student Email, Blackboard Login”

Logging into Gizmo: Enter student ID #, then enter the four digit PIN # you created when you completed your online application.

Logging into Student Email: Enter your username (“first initial_last name_last four digits of student ID #”). For your “password,” enter the password you created for your email when you applied. *Contact Advising for password reset. (NOTE: Financial Aid and your instructors will communicate with you via FSCC email, so be sure to check it often!)

If you have login issues with Gizmo or your Student email, please contact Advising at 620-223-2700, ext. 3630.

Logging into Blackboard: For "Username," enter your Student ID #, then enter your password (Last four of your social security #. (If the last four start with a zero, then enter the last three digits). Problems logging into Blackboard or can't find your class? Please contact extension 3441.

Online Student? Please read this!

To be successful in your online class, or classes, please read the information below.

BASIC RULES FOR SUCCESS

1. Some online courses may require a proctor for your tests/exams. Please read your syllabus for proctor information carefully and check your FSCC email regularly for information from your instructor. Your instructor will only use your FSCC email and/or Black Board to communicate with you.
2. Pick up your books from the bookstore here on campus prior to the class start date. If you have to order your books from the FSCC Bookstore, please order your books at least 10 days before the class starts to insure they arrive on time. The FSCC Bookstore number is 620 223 2700 ext. 5140
3. Log in the first day of class. (If you have trouble logging in, see instructions below). Many instructors require you read the course syllabus and respond to them per their instructions, so please be sure to read the syllabus and course instructions carefully.
4. Log in at least 4 to 5 times each week (daily for 4 week classes) to do your work and to stay caught up. If you do not log in regularly, you may be dropped from the course or increase your chance of failing.
5. **Assignment Due Dates:** Each class will have a syllabus. Read it carefully because your assignments have due dates! Late assignments will likely be docked or counted as zeroes.

LOGGING IN: To be successful in an online course, you will need to be able to log into the three systems here at Fort Scott Community College. Here are the directions for logging into these systems –

Three Systems, one portal (Student Portal)

1. Go to www.fortscott.edu
2. Click on the “Student Portal” at the top
3. In the Student Portal, you will see “**Gizmo Login, Student Email Login, and Blackboard Login**”

Logging into Blackboard: (*Blackboard is where you will find your online classes. You can access your syllabi, grades, and course Information here*). For "Username," enter your Student ID #, then enter your password (Last four of your social security #. (If the last four start with a zero, then enter the last three digits). Problems logging into Blackboard or can't find your class? If you do not see your class In Blackboard, or have trouble logging in to Black Board, call the Librarian at 620-223-2700, ext. 3441

BLACKBOARD TIPS: Access Blackboard Tutorial here: <http://www.fortscott.edu/blackboardinfo>

Logging into Gizmo: (*Gizmo is your Student Account*) Enter student ID #, then enter the four digit PIN # you created when you completed your online application.

Logging into Student Email: Enter your username (“first initial_last name_last four digits of student ID #”). For your “password,” enter the password you created for your email when you applied. *Contact Advising for password reset. (NOTE: Financial Aid and your instructors will communicate with you via FSCC email, so be sure to check it often!)

If you have login issues with Gizmo or your Student email, please contact Advising at 620-223-2700, ext. 3630.

NOTE: **Algebra classes** take place through the Hawkes Software. Contact the bookstore to get your access key at 620 223 2700 ext. 5140

DROPPING OR WITHDRAWING?

Dropping a class vs. **Withdrawing** from a class: Many people think dropping a class is the same as withdrawing from a class. But that is not the case.

- When you drop a class, the class does not appear on your transcript and there is no impact to your GPA. Depending upon when you drop it, you may or may not owe for it. There are “cut-off” dates for when you start owing for dropped classes.
- When you withdraw from a class, a “W” will appear on your transcript and like a drop, there is no impact to your GPA. You will always owe for any classes you withdraw from. Typically, withdrawals start a few weeks into the semester, so be sure to check the Academic Calendar on the website to determine the actual start date for withdrawals.

To withdraw from any class, you must contact Advising and have an Advisor assist you with that process.