



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

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

*If you are viewing this on your phone,
just swipe or scroll to get the show to
advance.*

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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 college transcripts need to be in the FSCC Registrar's Office no later than 6 weeks before classes start for any semester in order for them to be processed and entered into our system here. You can go to <https://tsorder.studentclearinghouse.org/school/select> and have your transcript send to us electronically. This is the quickest method to send a college transcript to us – we usually receive it within 24 to 36 hours.
- **ACT or SAT Scores:** Please send a copy to Advising at: advising@fortscott.edu no later than 6 weeks before classes start. **High School transcripts** (we need it a minimum of 6 weeks before classes start. The Official transcript **must be sent by the high school only** and **must have the 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 6 weeks before classes start). Check your FSCC email after you complete your FAFSA, or contact the financial aid office at ext. 3522, to finish the process!

FOUR First Steps...

1. **Apply** to Fort Scott Community College here: <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. It is the fastest way to get your transcripts 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 Advising 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>

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.
- 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 **6 weeks prior to first day of the semester**. The earlier we get them the better.
- 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 April 1 for summer classes.**
NOTE: Please check your FSCC email regularly b/c fin aid may ask for more documentation! Financial Aid isn't finished until you have accepted your financial aid package in your Gizmo Account.
- 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, advising, or enrollment 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, below, 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.

Scholarships, how to apply for them!

- If you want financial aid, you must complete the Scholarship Application!
- At the home page (www.fortscott.edu) , hover over “New Greyhound” and scroll down to, then click on “**Scholarship Application.**”
- Complete the application as soon as possible prior to attending.
- Please complete the scholarship application by the April 1st priority date for the following Fall semester.
- Scholarships are awarded on a first come first serve basis. Once they are gone there will be no more until the next academic year.

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