

Community College Checklist



Check the website for your college – but these are the basic steps for going to any of our community colleges.

- 1) **Apply** online – on the “Web Admissions Center” (See the back of this document for specific instructions)



- 2) Apply for **financial aid** – FAFSA

- 3) Take the **placement test** – our local community colleges use either the ASSET or the COMPASS. Both tests assess your English and math skills – these do not determine whether you get in to the college – they determine which math and English classes you qualify to take. **DO YOUR BEST!** Or you could end up in a class that is lower than your ability – not a good plan.

- 4) Talk with an **advisor** at the college in order to choose your classes



- 5) **Register for Classes** – this is all done online now. Generally – registration for Fall starts in the middle of MAY. So make sure your application is in and you have taken the placement tests by May 1st so you can register early.

- 6) Pay **tuition** and fees

- 7) Buy your **books** – every college has a bookstore, but you can also find your textbooks online. Just make sure you are getting the correct edition of the textbook!

- 8) **Go to class!**

Be advised that colleges use email A LOT to communicate with students. Some will have you set up a college email account. Get in the habit of checking that regularly so that you don't miss important dates.

Questions? Call the admissions office at your college.

Web Admissions Center Instructions

Log on to the website:

<https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppWelcome.aspx>

Or Google “Web Admissions Center” and it should come up

The only local community college that does not use this website is Bellevue College. Go directly to their website to apply.

Click on “Set Up My Web Admissions Account” – You might already have done this process - hopefully you wrote down your username and password. If you forgot your username you can create a new account. If you forgot your password you can request that it be emailed to you.

Fill out application – must be complete before you submit it

At the end of the application you will be able to choose which college(s) receive your application. You can certainly choose more than one. If the college requires you to pay up front you will have to do so when you submit the application. Other colleges require you to pay just prior to taking the placement test. This fee covers the cost of taking the placement test – usually about \$30.

The college will contact you – probably via email. If you have not heard anything within two weeks you should call or email the admissions office of your college to see if they received your application.

Now – **your next step is to take the placement tests** – go to the website for your college and *search for the testing center* to find out the hours and procedures.



**You are on
your way to
college!!!**