New Student Enrollment Checklist

Step 1: Apply

- ❑ Complete the online application for admission at www.ctcd.edu/apply
- ❑ If needed, the Admissions team will ask you to submit residency documentation to admissions@ctcd.edu.
- ❑ Submit your official high school transcript including a graduation date or your high school equivalency certificate (GED) completed within the last five years.
- ❑ If applicable, submit official transcripts from prior colleges and universities you attended.
- ❑ If you are age 21 and under or plan to live on-campus, submit proof of a bacterial meningitis vaccination to admissions@ctcd.edu. (This is not required for students enrolling in all online classes, dual credit students attending on a high school campus, or active duty service members.)

Step 2: Fulfill Texas Success Initiative (TSI) Requirements

- ❑ Review testing requirements and waiver eligibility at www.ctcd.edu/tsi.
- ❑ Depending on your situation – either submit waiver/exemption documentation to TSI@ctcd.edu or schedule your needed tests at www.ctcd.edu/testing.

Step 3: Choose Your Academic Program

- ❑ Not sure what you want to study? View available certificates and degree programs at www.ctcd.edu/programs.
- ❑ Contact an Academic Advisor to select your certificate or degree program. Appointments can be scheduled at www.ctcd.edu/advising.

Step 4: Apply For Financial Aid

- ❑ All students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) to be considered for federal grants, loans and work-study opportunities. Apply for free at www.studentaid.gov. CTC's school code is 004003.
- ❑ View the status of your financial aid in Eagle Self-Service.

Step 5: Register and Pay

- ❑ Register for class online through Eagle Self-Service. Once you're logged into Eagle Self-Service, select "Student Planning."
- ❑ After selecting your classes, you will be able to view your bill. Payment is due when you register for classes.
- ❑ View your pending FAFSA aid in Eagle Self-Service under "Financial Aid."

Step 6: Apply for Campus Housing (Optional)

- ❑ Learn more about campus housing options and how to apply at www.ctcd.edu/housing.

Step 7: Get Your Student ID Card

- ❑ Student ID cards are needed to access several services on campus, including a parking permit, the library, tutoring at the Academic Studio-Student Success Center, the Student Lounge, the Natatorium & Physical Education Center and intramural sports. A student ID is also required to purchase books at the CTC Bookstore using financial aid or veteran benefits.
- ❑ Student IDs must be picked up in person after you've registered for classes and have a zero balance and/or a payment plan in place. To get your student ID, bring your federal or state photo ID to the Enrollment Center.

Step 8: Purchase Your Textbooks

- ❑ You can purchase your instructional materials from the CTC Bookstore. Learn more at www.ctcbookstore.com.

Step 9: Obtain Your Parking Permit

- ❑ All students taking classes at Central Campus or at Fort Cavazos must obtain a free parking permit for vehicles they park on campus. To receive your permit, bring your vehicle registration, driver's license and student ID to the CTC Police Department located behind the Enrollment Center.

Step 10: Attend New Student Orientation

- ❑ You're almost there! Be sure to attend a free New Student Orientation session to get acquainted with CTC and student services available to help you be successful. We have in-person and virtual options available. Register at www.ctcd.edu/nso.