New Student Flow Chart

Step 1: Apply Online (New Students Only)

Complete the Apply for College online admissions application at [www.my.ccc.edu](http://www.my.ccc.edu). If you have a Social Security Number (SSN), please enter it on your application. Your SSN enables us to quickly determine if you have an existing record in our database. We will keep your SSN confidential and will not share it.

Note: Upon entering your SSN, if the online admissions application alerts you of an existing student account and Social Security Number, visit the campus for further information. Please do not alter your personal information to correct the message. This message indicates you have a student ID number and are not required to submit a new admissions application.

Apply for Financial Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and add KKC using our school code, 001654. You may use the lab at Suite W255. *It will take 3-5 days before the Department of Financial Aid can access the status of your application.* Visit The Financial Aid Office at Suite W230 to complete the process.

Submit your official transcripts to:
6301 South Halsted Street
Chicago, IL 60621
Attn: Registrars Office W Bldg. Suite W110

Step 2: Visit the New Student Center (Suite W110)

After completing your online admissions application, please visit to continue the admissions process, including verification of your identity and residency. Since tuition rates differ depending upon your residency, we require *proof of residency* using one of the following documents:

- Valid/Current driver's license or State-issued ID card
- Voter's registration card
- Utility bill (water, electric, gas or home telephone) bill (cell phone bill not accepted)
- Current apartment lease or mortgage statement
- Mexican Consular ID card
- Current orders or a letter from Command for military service persons
- Signed letter on letterhead from a homeless shelter confirming residency in the shelter

Step 3: Continue the Admissions Process

- **New Student Orientation (Room U156)** – register for the next session at [http://kkcorientation.eventbrite.com](http://kkcorientation.eventbrite.com)
  
  o Learn about requirements, resources and student activities i.e. clubs and groups
  
  o Receive a new student packet and new student orientation manual
  
  o Receive a VIP Pass - required to sit for the COMPASS Placement Test

- **COMPASS Placement Test (Suite W251)** - required for most students (may be waived in certain cases based upon recent ACT test scores or prior college coursework). It is vitally important that you do your very best work on the test. Schedule your test as soon as possible. Call the Testing Resources Center at 773-602-5522 for additional information and appointments. A practice exam is available on-line at [http://www.act.org/compass/sample](http://www.act.org/compass/sample)

- **SuccessNavigator Questionnaire** – complete the Success Navigator online at http://successnavigator.ets.org at your convenience prior to taking the COMPASS Placement Test. When accessing the questionnaire online please download the testing browser and enter the following session code 51646-8507914. You will need to enter and remember your email address before taking the questionnaire. You may also complete the questionnaire in the Testing Center (W251)

- **Select Academic Program/ Schedule Appointment with Advisor (Suite 240)** (773-602-5111) - What are your career interests? Your academic program should be guided by the career you are seeking. Utilize the Career Finder and Program search tools which can be found in the drop-down list of the Future Students tab located on KKC’s homepage [www.ccc.edu/kennedyking](http://www.ccc.edu/kennedyking). Meet with your Academic Advisor after you have researched your major.

- **Enroll in First Semester Classes** - new students must enroll on campus

- **Make Payment Arrangements (Suite W101)**
  
  o Financial aid, Scholarships
  
  o Cash payment, including monthly payment plans

- **Get Your Student ID Card (Bldg. V, Suite V132)** - bring a picture ID, your Account Summary and Study List

- **Get Your Books (Bldg. V, Suite V109)** - you must bring your student ID and Study List