



Enrollment Checklist

☐ **Apply for Admissions**

Complete your online Admission Application. The application is a two=step process that begins with creating an account. You will then be directed to the 'My Account' Page, where can start a new application [Start a new application or log in to your application](#)

☐ **Submit Tuberculosis Questionnaire**

All GCCC applicants taking classes on campus are required to fill out a tuberculosis questionnaire (tb form) before being accepted. TB Questionnaires can be emailed to admission@gcccks.edu or uploaded to your account dashboard [Fillable TB Questionnaire](#)

☐ **Submit Course Placement**

GCCC uses multiple measures placement, which means we can use several different options to place students into math, English, and reading courses. Students can send their scores by email, uploading to account dashboard, mail, or hand-delivery. Please view our [Placement Guideline](#) to view what all you can submit as placement scores.

☐ **Submit your Application for Federal Student Aid**

If it has been more than 3 years since you have graduated from high school or taken the ACT/SAT, you will be required to take our complimentary Accuplacer placement assessment prior to enrollment. To set up a appointment contact the assessment center at 620-276-9654.

☐ **Apply for Scholarships**

Academic Scholarships are awarded based on cumulative high school or college GPA. Scholarships are awarded in the order received - Apply Here!

For more information visit our [Scholarship page](#).

☐ **Activate your GCCC Email Account and download the Buster Biz App**

Once you are admitted you will receive an email with your Log In credentials for GCCC. Go to <https://www.office.com/> and log in to your email. For more information on technology and log ins at GCCC [visit our website](#).

☐ **Log in to Self-Service**

Self-service is your go to account for all things financial aid, billing, and enrollment. Before enrolling you will need to log in and verify your information and accept our refund policy.

1. Click on your name on the top right corner of the webpage and select "User Profile".
2. Select "Confirm" to verify your address, email address, and phone number.
3. Once this is complete, you will click on your name again and select "Emergency Contact" and confirm if the information is correct.
4. Select your name again and click on "Required Agreements". Click on "View" and "Accept" the agreement. You are now ready for enrollment!

☐ **Enroll in Classes**

Once you are admitted you will be contacted in 1-3 business days by your advisor if your enrollment term is open. If your enrollment term is not open yet, you can still meet with your advisor, but will not be able to enroll. If you wish to contact the advising department you can email advising@gcccks.edu or 620-275-3297.

GCCC Enrollment Dates:

Term	Enrollment Opens
Summer 2022	March 1, 2022
Fall 2022	April 29, 2022
Spring 2023	November 14, 2022
Fall 2023	April 18, 2023
Spring 2024	November 13, 2023
Summer 2024	March 1, 2024
Fall 2024	April 16, 2024

☐ **Apply for Housing and Dining**

First-time freshman are not required to live on-campus, but if students would like to we have several options available.

Housing applications open April 1st prior to the Fall term. A \$100 room reservation is required.

Visit our housing webpage [HERE](#) and access the housing application portal. You are

required to Create a New Account within the housing portal to access your information

Any questions regarding housing contact annette.waetzig@gcccks.edu or 620-276-9516.

Academic Year	Application Opens
2022-2023	April 1, 2022
2023-2024	April 1, 2023
2024-2025	November 14, 2022
Fall 2023	April 1, 2024