



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 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 an 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

For more information visit our [Scholarships 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 INTO 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@gccccks.edu or 620-275-3297.

GCCC ENROLLMENT DATES

Term	Date
Spring 2025	November 18, 2024
Summer 2025	March 3, 2025
Fall 2025	April 22, 2025
Spring 2026	November 17, 2025
Summer 2026	March 2, 2026
Fall 2026	April 20, 2026

☐ 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 amy.leatherman@gcccks.edu or 620-276-9516.

Years	Date
2024-2025	April 1 st , 2024
2025-2026	April 1 st , 2025
2026-2027	April 1 st , 2026