

## Check List for New Students

1. \_\_\_\_\_ **Submit completed PHCC application with \$25 fee.** (Can be completed online at [www.phcc.edu](http://www.phcc.edu))
  - a. Provide two forms of Florida residency (drivers' license/voter card/vehicle registration) with original issue date showing you have been in Florida for at least 12 months prior to start of classes. See application for more information.
  - b. If you are under 24 years of age, a parent may need to claim residency for you and sign for you.
  - c. Residency change information must be submitted by the due date listed in the schedule of classes.
  
2. \_\_\_\_\_ **Apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list PHCC School Code 010652.**
  - a. It takes approximately 2 - 4 weeks for PHCC to receive and process your financial aid report. Please contact the financial aid department at your designated home campus if you do not hear from our office.
  - b. Must have a high school diploma, General Education Diploma (GED) or certain College Placement Test (CPT) scores to qualify for financial aid.
  - c. All transcripts, including high school/GED and college, must be received before financial aid is reviewed.
  
3. \_\_\_\_\_ **Schedule and attend a mandatory New Student Orientation before you begin your first semester at PHCC.**  
This is required for all new and transfer students.
  
4. \_\_\_\_\_ **Submit official transcripts from high school/GED and any college and/or universities previously attended.**  
Transcripts must be in before students can register for their 2<sup>nd</sup> term.
  - a. All transcripts must be received in a sealed envelope to be official.
  - b. Same rules apply for Advanced Placement (AP) scores and College-Level Examination Program (CLEP) scores. They must be the official college grade report. Admissions does not accept student grade reports.
  - c. Unofficial transcripts are sufficient when meeting an advisor to register for the first time.
  
5. \_\_\_\_\_ **Take appropriate placement test for your major.**

<p><u>College Credit Programs (AA, AS, Certificate Programs)</u> Turn in ACT and/or SAT scores taken within the last 2 years. You may elect to take the PERT/CPT test. PHCC will use the highest test scores to determine placement. See an advisor for more information.</p> <p>If you have not taken SAT or ACT exams within the last two years, you must take the CPT/PERT at PHCC. A pink testing slip is required from the Student Development Office for entrance into the test at the Spring Hill, Dade City and Brooksville campuses. No testing slip is required at the New Port Richey campus. Testing hours vary by campus location.</p> <p style="text-align: center;"><b>NOTE:</b> A picture ID is required to take the test.</p> <ul style="list-style-type: none"><li>➤ Free for first time test takers.</li><li>➤ Retests require a minimum 24 hour wait between 1<sup>st</sup> and 2<sup>nd</sup> attempt and a 30 day wait thereafter.</li><li>➤ Retests are \$5.</li></ul>	<p><u>Technical Certificate Programs</u> Some technical certificate programs require that the student take the Test of Adult Basic Education (TABE) within the first six weeks of starting their first semester. TABE tests are free for PHCC students.</p>
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6. \_\_\_\_\_ **Make an appointment to see an advisor to register for classes and bring the following:**
  - a. Copy of unofficial transcripts from colleges and/or universities previously attended, if applicable
  - b. SAT, ACT, or PERT/CPT testing scores
  - c. If you have taken the ACT/SAT, but don't have your scores, you may obtain your scores on your high school transcript or by going online to [www.act.org](http://www.act.org) or [www.collegeboard.org](http://www.collegeboard.org).
  
7. \_\_\_\_\_ After registering, **fees must be paid in-full by payment due date** to secure your class selection.
8. \_\_\_\_\_ If you do not plan to attend, please drop your classes on-line using WISE or in person at the Student Development Office.