



# ADMISSIONS and REGISTRATION checklist

Use this checklist  
to **GUIDE YOU** through  
**EACH STEP** of becoming  
a **PCC STUDENT**.

## 1 APPLY

- ✓ **Apply for admission: [pima.edu/apply](http://pima.edu/apply)**
- ✓ **Apply for federal financial aid: [fafsa.gov](http://fafsa.gov)**
  - ▶ Use the Pima Community College code: 007266.
  - ▶ Make sure your financial aid award is processed in time to pay for your classes by submitting all financial aid requirements by the deadlines:  
**November 1** (spring semester)  
**April 4** (fall semester)
  - ▶ After activating your MyPima account (see step 3), check your MyPima Financial Aid tab to view your requirements.
- ✓ **Scholarships and veterans education benefits info: [pima.edu/costs](http://pima.edu/costs)**

## 2 TAKE ASSESSMENTS

- ✓ **Take FREE reading, writing and math assessments at any campus Assessment Center**
  - ▶ Sample questions and answers: [pima.edu/assessment](http://pima.edu/assessment)
  - ▶ Bring a photo ID and allow two to three hours to complete the assessments.
  - ▶ If English is not your first language, take the Combined English Language Skills Assessment (CELSA).
- ✓ **Transfer students: Submit your official transcript(s) at [pima.edu/apply](http://pima.edu/apply).**

## 3 ACTIVATE YOUR MYPIMA ACCOUNT

- ✔ **Activate your MyPima account: [mypima.pima.edu](http://mypima.pima.edu)**
  - ▶ Access registration, financial aid, degree planning, tuition information, textbooks, payment plan options, course homepages, career resources and student activities information
  - ▶ You will learn how to use your MyPima account at New Student Orientation (see step 4).
- ✔ **Your student email account is PCC's official means of communicating with students and is accessed in MyPima.**

## 4 ATTEND AN ORIENTATION

- ✔ **Attend New Student Orientation online or at the campus of your choice, or attend a specialized session for ESL or adult basic education students.**
  - ▶ To register, log in to your MyPima account
  - ▶ During orientation, you will learn which classes to take, how to register for them and the resources PCC offers, plus, receive personal advising
  - ▶ Bring a photo ID and a pen or pencil
  - ▶ Preview the New Student Orientation packet: [pima.edu/orientation/docs/NSO\\_packet\\_all.pdf](http://pima.edu/orientation/docs/NSO_packet_all.pdf)
  - ▶ For English as a Second Language (ESL) New Student Orientation: 520-206-4500
  - ▶ For Adult Basic Education New Student Orientation: 520-206-3987

## 5 REGISTER AND PAY FOR CLASSES

- ✔ **Register for classes during New Student Orientation or any time after that through your MyPima account.**
- ✔ **Pay tuition:**
  - ▶ Online through your MyPima account (payment plans are not available for international students)
  - ▶ In full at a campus Cashier's Office
  - ▶ By personal or cashier's check via U.S. mail:  
Pima Community College, Student Accounts Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1225 (Include your student ID number)

## 6 VISIT A CAMPUS

- ✔ **Locate your classrooms before the first day of classes.**
- ✔ **Obtain a student ID card (at a campus Cashier's Office).**
- ✔ **Get your textbooks online through your MyPima account or at the bookstore on the campus where your classes are held.**

## 7 NEXT STEPS

- ✔ **Check your student email daily for official College communications.**
- ✔ **Complete the financial aid requirements indicated in your MyPima account.**
- ✔ **Meet with an advisor or counselor early in the semester and create a MyDegree Plan.**

# APPLY *now* for FINANCIAL AID!



↻ [fafsa.gov](http://fafsa.gov)

Apply  
NOW!

How to  
APPLY

Your MyPima  
(Financial Aid tab)  
regularly will  
show your  
financial aid  
status and  
updates.

## Ways to GET HELP Paying College Costs

PCC Financial Aid: ↻ [pima.edu/financialaid](http://pima.edu/financialaid)

Grants ✎ Loans ✎ Work Study ✎ Scholarships

For the Fall 2018 semester, submit your financial aid application and any requested documentation by the Fall Financial Aid Priority Deadline of August 3, 2018, and you will:

- ▶ Know your aid eligibility before the payment deadline
- ▶ Be considered for the most aid

### STEP 1

**Complete the Free Application for  
Federal Student Aid (FAFSA) [fafsa.gov](http://fafsa.gov)**

- ▶ Pima's school code is 007266.

### STEP 2

**Examine FAFSA Results**

- ▶ Your FAFSA results will be mailed or emailed to you as a Student Aid Report (SAR). Carefully read the SAR. If you find errors, make corrections online at [fafsa.gov](http://fafsa.gov).

### STEP 3

**Receive Electronic Record**

- ▶ The U.S. Department of Education will send an electronic version of your FAFSA to PCC. After PCC receives the electronic record, staff will determine if any other information is needed to complete your file. PCC will post these requirements to your MyPima Financial Aid tab. The needed items will be indicated with red flags.
- ▶ Processing of your application may take two to three weeks from the date the College receives your FAFSA and any other requested documentation.

### STEP 4

**Check for Updates on MyPima**

- ▶ Regularly check your MyPima Financial Aid tab, your Financial Aid Messages and your Pima student email account for updates on your financial aid status.