**Student College Transition Task Chart:**

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| --- | --- | --- |
| **Task** | **Deadline** | **Notes and Next Steps** |
| Log into student Portal | Log-in after receiving admissions letter, here: [ctcLink » CCS](https://myaccount.ctclink.us/app/ctclink_peoplesoftptprd_2/exk3zza2q38AKhWlt4x7/sso/saml?SAMLRequest=fVJdT9swFP0rkd8TJ07WpFZbKVuFVo2NQjsm8VK5jkNN4w98bdTy6wkpjO5hPFk%2B955zdI7uBJjqLK2D3%2Bkb8RgE%2BOigOg10GExRcJoaBhKoZkoA9Zyu6p%2BXlCQptc54w02HziifMxiAcF4ajaLFfIo2VbZlbVGVTfol42REGBPjtCQFY2UxrkjFeJs3BR%2FzLYpuhYOeOUW9UE8HCGKhwTPteygleZwWcZatsxFNU5qP7lA079NIzfzA2nlvgWKsjoxzE7RPuOed1PskAGbW4rfvxgpjOwGm9dZb12wIFod9%2FvzMyGNe1T92fzpfHEoMYPBrYBTV76G%2BGQ1BCbcS7kly8fvm8sN20Dq33B9VYR5u6xQr04ROJHZnB0EMp5fEjMOA3l2X2YNq6r6E5VvlX6VupL7%2FvO3taQno9%2FV6GS%2BvVms0m7xK06E9N%2FsrPMHn8OR0FL96wcV8aTrJj9GFcYr5%2F%2FtlSTYgsonbYZUGDVZw2UrRIDw7Ofx7abMX&RelayState=https%3A%2F%2Fptprd.ctclink.us%2Fpsc%2Fptprd%2FEMPLOYEE%2FEMPL%2Fs%2FWEBLIB_PTBR.ISCRIPT1.FieldFormula.IScript_StartPage%3FURL%3Dhttps%253A%252F%252Fptprd.ctclink.us%252Fpsp%252Fptprd%252FEMPLOYEE%252FEMPL%252Fh%252F%253Ftab%253DDEFAULT) |  |
| Register for Orientation | You should receive the orientation schedule along with your admissions email. | You will need a CCS ctcLink ID number to sign up for new student orientation. If you need assistance with retrieving your ctcLink ID number, [visit this.](https://ctclinkreferencecenter.ctclink.us/m/79750/c/363391) |
| Review Financial Aid status | May 12th, 2023    Financial Aid Priority (Fall 2023) | Check your financial aid status as soon as you are able. You need to accept your financial aid award within 30 days of notification.  [STUDENT FINANCIALS OVERVIEW](https://docs.google.com/document/d/1YMb_MY-5Uny9QwwlCXQ8Chh87whseVGj/edit) |
| Return Verification documents to financial aid (if applicable) | Return verification as soon as you are able to after seeing it. You should start the process immediately. | Submitted here: [ctcLink » CCS](https://myaccount.ctclink.us/app/ctclink_peoplesoftptprd_2/exk3zza2q38AKhWlt4x7/sso/saml?SAMLRequest=fVJdT9swFP0rkd8TJ07WpFZbKVuFVo2NQjsm8VK5jkNN4w98bdTy6wkpjO5hPFk%2B955zdI7uBJjqLK2D3%2Bkb8RgE%2BOigOg10GExRcJoaBhKoZkoA9Zyu6p%2BXlCQptc54w02HziifMxiAcF4ajaLFfIo2VbZlbVGVTfol42REGBPjtCQFY2UxrkjFeJs3BR%2FzLYpuhYOeOUW9UE8HCGKhwTPteygleZwWcZatsxFNU5qP7lA079NIzfzA2nlvgWKsjoxzE7RPuOed1PskAGbW4rfvxgpjOwGm9dZb12wIFod9%2FvzMyGNe1T92fzpfHEoMYPBrYBTV76G%2BGQ1BCbcS7kly8fvm8sN20Dq33B9VYR5u6xQr04ROJHZnB0EMp5fEjMOA3l2X2YNq6r6E5VvlX6VupL7%2FvO3taQno9%2FV6GS%2BvVms0m7xK06E9N%2FsrPMHn8OR0FL96wcV8aTrJj9GFcYr5%2F%2FtlSTYgsonbYZUGDVZw2UrRIDw7Ofx7abMX&RelayState=https%3A%2F%2Fptprd.ctclink.us%2Fpsc%2Fptprd%2FEMPLOYEE%2FEMPL%2Fs%2FWEBLIB_PTBR.ISCRIPT1.FieldFormula.IScript_StartPage%3FURL%3Dhttps%253A%252F%252Fptprd.ctclink.us%252Fpsp%252Fptprd%252FEMPLOYEE%252FEMPL%252Fh%252F%253Ftab%253DDEFAULT) |
| Check that early college courses have been evaluated (if applicable) |  |  |
| Attend Orientation | May 16th SCC/ May 31st SFCC Group Orientation/Class Registration Field Trips | SFCC/SCC GEAR UP Student Orientation June 16th |
| Meet with Accessibility/ Disability Services to arrange accommodations (if applicable) | The rule to follow is: The earlier the better. Once a student enrolls at SCC and needs accommodations, they should come to DSS as soon as possible. | [Disability Access Services](https://scc.spokane.edu/Disability-Access-Services) |
| Register for classes | Fall class registration opens May 23rd for new students | How to browse the course catalog ([Guide](https://ctclinkreferencecenter.ctclink.us/m/79750/l/1102431-9-2-browse-course-catalog)) |
| Review bill | August 1st 2023 | SCC: Contact Cashier’s Office with questions: 509-533-7025  [scc.cashiersoffice@scc.spokane.edu](mailto:scc.cashiersoffice@scc.spokane.edu)  SFCC: Contact Cashier’s Office with questions: 509-533-3569  [sfcc.cashiersoffice@sfcc.spokane.edu](mailto:sfcc.cashiersoffice@sfcc.spokane.edu) |
| Accept financial aid | Check your ctcLink Student Service Center “To Do” list for requested forms.  [Terms & Conditions](https://shared.spokane.edu/ccsglobal/media/Global/FormsA-Z/ccs-43-179-2023-2024-TC-SFCC.pdf)  [Other financial aid forms](https://scc.spokane.edu/How-to-Pay-for-College/Financial-Aid-Forms) | [Financial Aid Services](https://ctclinkreferencecenter.ctclink.us/m/79750/l/929130-9-2-student-center-financial-aid-services) (instructions for ctc) |
| Explore other aid options if there is an unpaid balance | August 15th 2023 | [Financial Aid 101](https://scc.spokane.edu/How-to-Pay-for-College/Learn-About-Financial-Aid) |
| Make final payment to billing office (payment plan, alternative loan, pay in full) | August 31st 2023 Fall Tuition Date  November 30th 2023 Winter Tuition Due  March 11th 2024 Spring Tuition Due | [Paying Tuition & Payment Plans](https://scc.spokane.edu/How-to-Pay-for-College/How-Much-Does-it-Cost/Paying-Your-Tuition-Payment-Plans) |
| Review and purchase books and supplies | Before your first week of classes. | [Bookstore](https://scc.bncollege.com/?storeId=87752&catalogId=10001&langId=-1) |
| Submit immunizations | May be required for certain programs. | [Student Health Clinic](https://scc.spokane.edu/For-Our-Students/Student-Resources/Student-Health-Clinic/Immunizations) |
| Waive health insurance (if applicable) | Free Apple Health Care (for those qualified) | [Insurance Options](https://scc.spokane.edu/For-Our-Students/Student-Resources/Student-Health-Clinic/Health-Insurance) |
| Check out a campus map (or take a walk around campus) to find where your classes will be. | Before your first week of classes, explore the campus. | SCC  <https://scc.spokane.edu/About-Us/Contact-Us/Maps>  SFCC  <https://sfcc.spokane.edu/About-Us/Contact-Us/Maps> |
| Check syllabus of class (if teacher has provided) and write down important deadlines. Also double check materials for class. | Mid-August |  |
| Make a communication plan with family and close friends (determine how- text, call, message and when- daily, weekly, monthly you will communicate) | August 31st 2023 |  |
| Look at the semester calendar to be aware of add/drop and withdrawal periods. Remember if you have to add, drop, or withdraw this could affect your financial aid so be in contact with the Financial Aid office if this applies. | Fall 2023   * Add Class Deadline September 21st 2023 * Last Day to Drop a Class without a “W” October 3rd 2023   Winter 2024   * Add Class Deadline January 4th 2024 * Last Day to Drop a Class without a “W” January 17th 2024   Spring 2024   * Add Class Deadline April 2nd 2024 * Last Day to Drop a Class without a “W” | SCC Calendar: <https://scc.spokane.edu/News-Events/Calendar?calendar=scc-important-dates>  SFCC Calendar: <https://sfcc.spokane.edu/News-Events/Calendar?calendar=sfcc-important-dates> |
| Ensure you have access to technology- purchase a laptop (and carrying case) or make sure you know where computers are located on campus | Computer Labs open to all students can be located in multiple locations throughout SCC and SFCC campuses. Use the links to the right to find a location on your campus. | SCC: <https://scc.spokane.edu/For-Our-Students/Around-Campus/Computer-Labs>  SFCC: <https://sfcc.spokane.edu/For-Our-Students/Around-Campus/Computer-Labs> |
| Buy school supplies- pencils, USB, notebooks | August 15th 2023 |  |
| Search for jobs on campus (if applicable). Listings may not be available until the start of school. | [Student Jobs](https://spokanecc-csm.symplicity.com/) |  |
| Access my Transcripts at all colleges or universities that I took early college or online courses. Have transcripts sent to my accepted college. | After accepting admissions, make sure to submit your high school transcript. | [Transcripts](https://scc.spokane.edu/For-Our-Students/Student-Resources/Transcripts)  [Official Form](https://app.signnow.com/webapp/document/dd5905455c5f48e7ad710e1f6bcb5e9ca8c421bc?dispatched=true&mobileweb=app_or_mobileweb_choice&redirect_uri=https%253A%252F%252Fapp.signnow.com%252Fhtml%252Fthanks-for-signing%253Fdocument_id%253Ddd5905455c5f48e7ad710e1f6bcb5e9ca8c421bc%2526access_token%253D372000075cd1109beb9f020fef0a8d3647ffff8ba2671b68d296a8d685896d2b&sign=1&source=link) |
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