The first steps of entering college can be overwhelming and challenging to navigate. We are here to assist you and your student through the process with this comprehensive checklist.

**Ways to assist your student:**
- Make sure the application for admission has been paid-$35
- Ensure your student submits their official high school transcripts and/or official college transcripts
- Have your student activate their cougar email account as soon as possible. This is our official means of communication with students
- Get your student authenticated (have them bring their photo ID such as a driver’s license)

**January**
- Complete the Free Application for Federal Student Aid. **FAFSA** school code: 002456
- Review the Student Aid Report (**SAR**) after you submit the FAFSA for any changes or corrections that may be needed to the FAFSA
- Remind your student to check their cougar email for updates from the financial aid office, admissions office etc.
- Check scholarship finder and submit applications

**February-March**
- Check to make sure forms have been submitted, and the FAFSA has been accepted. Make changes or resubmit forms as needed
- Attend a **Connections** event
- **FAFSA Frenzy**—if you or your student need help completing the FAFSA, please consider attending a FAFSA Frenzy event. Bring W2’s and taxes
- **Verification**—if the FAFSA was selected for verification, make sure your student checks their cougar email account and submits necessary forms early to complete the process
- Have your student check their award letter and submit it to complete the process

**April-July**
- **Access MO Grant**—April 1 is the priority deadline for Missouri residents
- **Master Promissory Note** and **Entrance Counseling**—make sure your student completes these if they are taking out loans
- **Parent Plus** This loan program is available for parents if additional funding is needed
- **Parent Plus loan MPN**—Complete the parent plus MPN if your parent plus loan has been approved

**August**
- Be prepared to make the 1st payment to hold registration
- Attend a **Connections** event and plan for registration, payment plans, etc.
- Contact the financial aid office at financialaid@ccis.edu with questions. We are here to help!

*If a student is interested in allowing parental access to their student record they may sign and submit a parental release form.*