



We are here to assist you and your student through the process with this comprehensive checklist.

### **Ways to assist your student:**

- Ensure your student submits his or her official high school transcripts and/or official college transcripts.
- Have your student activate his or her Cougar email account as soon as possible. This is our official means of communication with students.
- Get your student authenticated (bring his or her photo ID such as a driver's license).

### **January**

- Complete the [Free Application for Federal Student Aid](#) using 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 his or her 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.
- Attend a [Connections](#) event.
- If you or your student need help completing the FAFSA, please consider attending a [FAFSA Frenzy](#) event. Bring W2's and taxes.
- If the FAFSA was selected for [verification](#), make sure your student submits necessary forms early to complete the process.
- Have your student check his or her award letter and submit it to complete the process.

### **April-July**

- Apply for [Access Missouri](#) by April 1, the priority deadline for Missouri residents, if applicable.
- If your student is taking out loans, make sure he or she completes [Master Promissory Note](#) and [Entrance Counseling](#).
- Apply for [Parent PLUS loan](#) if additional funding is needed.

### **August**

- Be prepared to make the first payment to hold registration.
- Attend a [Connections](#) event and plan for registration, payment plans, etc.
- Contact the financial aid office at [financialaid@ccis.edu](mailto: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](#).*