

STEPS FOR ENROLLING

STEP 1 • GAIN ADMISSION

- Complete Application for Admission.
- Pay \$10 application fee.

DEGREE-SEEKING STUDENTS

- Submit official high school transcripts or GED scores.
- Submit official college transcripts and test scores (if applicable—See Step 3).
- Submit hepatitis B and measles/mumps/rubella immunization forms as necessary. For forms and exemptions:

www.pstcc.edu/departments/admissions/imm.pdf

NON-DEGREE STUDENTS

(Students not pursuing a degree or students seeking a certificate)

- Submit high school transcripts or GED scores.
STUDENTS ARE NOTIFIED BY ADMISSION ACCEPTANCE LETTER IN THE MAIL APPROXIMATELY ONE WEEK AFTER SUBMITTING ADMISSION APPLICATION.

ATTENTION: STUDENTS WITH DISABILITIES

If you need accommodations for a disability, contact the Services for Students With Disabilities Office, Goins 131 or (865) 694-6751.

STEP 2 • APPLY FOR FINANCIAL AID

➤ APPLY FOR FINANCIAL AID

All degree-seeking students should apply for financial aid, which includes scholarships. (Non-degree students are not eligible for financial aid.) Begin by completing the Free Application for Federal Student Aid and the Pellissippi State Scholarship Application. **Remember:** Applying early ensures you'll be considered for financial assistance.

For financial aid forms or more info:
(865) 694-6565 • www.pstcc.edu/departments/financial_aid • Goins 101

STEP 3 • SUBMIT TEST SCORES

- **PLACEMENT TEST:** Students 21 and over who have not taken college-level English or math at an accredited college must take the placement test.
- **ACT/SAT:** Students under 21 years of age must provide ACT or SAT test scores. Pellissippi State accepts ACT scores from either the Pellissippi State ACT test or the national ACT test. (We will accept national ACT test scores posted on the high school transcript.) **Please note:** National ACT or SAT test scores are required for eligibility for the Tennessee Education Lottery Scholarship. National ACT test dates are listed at www.act.org.
- To take the ACT or placement test at Pellissippi State:

**www.pstcc.edu/departments/admissions/testing_s_08.pdf
or (865) 694-6454**

STEP 4 • MAKE ADVISING APPOINTMENT

DEGREE-SEEKING STUDENTS

- Steps 1-3 must be completed BEFORE you can make an advising appointment.
- Schedule an advising appointment by calling (865) 694-6400.

NON-DEGREE STUDENTS

Non-degree students are not required to see an advisor before registering. Remember to bring college transcripts or take the placement test if you plan to take math or English.

FOR MORE INFORMATION CALL (865) 694-6400

STEP 5 • REGISTER FOR CLASSES

Registering early gives you a better choice of course offerings and class times. For a complete list of registration dates: www.pstcc.edu. To register online, follow the instructions on the next page.

STEP 6 • ATTEND ORIENTATION

First-time degree-seeking freshmen are required to attend New Student Orientation to ensure a successful start at Pellissippi State. For more info: www.pstcc.edu/departments/admissions or (865) 694-6400.

STEP 7 • PAY TUITION

Fees may be paid online, by mail or phone, or in person at the Cashier's Office on any campus. For more info: www.pstcc.edu/departments/business_finance/cashier or (865) 694-6605. **YOUR CLASS SCHEDULE WILL BE CANCELED IF YOUR FEES ARE NOT PAID BY THE DEADLINE.**