

# Have you applied to Clark College? Here's a list of steps you'll need to complete, and what to expect in the coming months. Please use the links for more Information.

**\*\*VERY IMPORTANT REMINDER: If you have not yet filed your FAFSA or WASFA, do so immediately!! Some funds are first come, first served!!! When you file one of these financial aid forms, you will indicate that you want your application sent to Clark\*\***

Did you receive an email from Clark College? What instructions are included in the email?  
(Students who applied in December should expect this email sometime near the beginning of March)

Does Clark have your transcripts? (Needed only for placement purposes) March/April  
(Please review the following links for details about placement)

- Placement Overview: <http://www.clark.edu/enroll/admissions/assessment/index.php>, <http://www.clark.edu/academics/programs/english/english-placement/placement-options.php>
- Bring your official transcripts to the Enrollment Services desk or mail them. Information on hours here: <http://www.clark.edu/enroll/registration/index.php>
- Still need to take an assessment? Find the location and hours here: <http://www.clark.edu/enroll/admissions/assessment/contact.php>

**Do you know how to log into your MyClark account? PIN is initially assigned as your 6-digit birthday; you must go in and change it to something more secure. ASAP after receiving SID**

[http://www.clark.edu/campus-life/student-support/computing\\_resources/emailsetup.php](http://www.clark.edu/campus-life/student-support/computing_resources/emailsetup.php)

- See steps 1-6
- DO NOT USE ZEROES in your Global PIN. The system does not like them.
- If it asks you to create a new Global PIN more than once, enter the same PIN you created. For some reason, the system usually makes you go through the process twice, but you only need to come up with ONE new Global PIN that isn't your birthday.

**Do you need to create a Clark Student Email? (Create Email Instructions) ASAP after receiving SID**

• Instructions: [http://www.clark.edu/campus-life/student-support/computing\\_resources/emailsetup.php](http://www.clark.edu/campus-life/student-support/computing_resources/emailsetup.php)

- Questions/Help: Contact TechHub at [360-992-2010](tel:360-992-2010) or email [TechHub@clark.edu](mailto:TechHub@clark.edu)

**Do you know how to log into the Financial Aid Portal? (link to FA portal on your MyClark page) After you receive your Financial Aid letter (sent to your Clark Student email account) you will need to log into the portal to complete their e-forms (verification, terms and conditions, etc.).**

- General Information: <http://www.clark.edu/enroll/paying-for-college/financial-aid/finaid-portal.php>
- Financial Aid Portal: <https://www.fas.ctc.edu/portal1/?col=140>
- Steps for applying for financial aid: <http://www.clark.edu/enroll/paying-for-college/financial-aid/fafsa-steps.php>
- Complete additional forms required by the Clark College Financial Aid Office through the **Financial Aid Portal**. We will also send you an e-mail reminder to your student account when additional forms are available to complete.

**Do you need to meet with an admissions advisor to determine which classes to take for your chosen degree program? (Go Here to schedule an appointment)**

- To schedule an appointment: <http://www.clark.edu/enroll/advising-services/index.php>
- To email or call an advisor: [https://www.clark.edu/online\\_advising/](https://www.clark.edu/online_advising/) <http://www.clark.edu/enroll/advising-services/contact.php>

**Do you know how much of your tuition and fees are covered by financial aid? Do you have a plan on how to pay any remaining balance?**

- <http://www.clark.edu/enroll/paying-for-college/financial-aid/index.php>
- Complete your financial aid file before the Priority Processing Date in May 2017

**Are you applying for scholarships? (Clark College Scholarships Page) Deadlines vary**

- <http://www.clark.edu/enroll/paying-for-college/scholarships/index.php>
- Clark College Foundation Scholarship opens in February for 2017-18 <http://www.clark.edu/enroll/paying-for-college/scholarships/foundation/index.php>

**Complete your advising and orientation session (online or in person here) After setting up your email account/ MyClark**

- If you are a new college student, complete your orientation online by logging into your MyClark and clicking on the "Online Student Orientation" icon. Make sure you answer all the questions and log out after the last page.
- If you are enrolling in Career and Academic Prep classes (CAP), sign up for an in-person orientation session here: <http://www.clark.edu/enroll/admissions/orientation/abe.php>
- New students should attend Penguin Welcome Days for an on-campus orientation *in addition to* your online orientation. Sign up here: [http://www.clark.edu/future/penguin\\_welcome\\_days.php](http://www.clark.edu/future/penguin_welcome_days.php)
  - Register for Penguin Welcome Days in June

**Clark will receive your FAFSA application information, and then prepare a financial aid package for you. You will be able to view this by logging on to your FA portal. (Using your SID and PIN)  
(Students can expect to receive an email from Financial Aid near the beginning of the summer.**

**\*\*\*IMPORTANT NOTE– YOU WILL NEED TO REGISTER FOR CLASSES BEFORE YOU GET YOUR FINANCIAL AID LETTER. IF YOU DO NOT REGISTER AS EARLY AS POSSIBLE, CLASSES YOU WANT/NEED MAY FILL UP. IN THE EVENT YOUR FINANCIAL AID PACKAGE DOES NOT COVER EVERYTHING YOU NEED, AND YOU ARE UNABLE TO COVER THE REMAINING PORTION, YOU WILL NEED TO DROP CLASSES, OR YOU WILL BE CHARGED FOR THEM\*\*\*\***

**Basic steps, simplified:**

1. Wait for email from Clark confirming that your application was received. If errors are indicated, you must log back into your application and fix them.
2. Follow instructions in email
  - Create Global PIN
  - Create Clark email account
3. Provide transcripts and/or test scores for placement (or take placement tests)  
(Note: You can obtain Smarter Balance/SAT/ACT/transcripts from your school counselor)
4. Check your assigned registration date/time on your MyClark page
5. Meet with an admissions advisor if needed
6. Register for classes and get your schedule for the quarter.
7. Complete online orientation, and sign up for an on-campus orientation session
8. Receive Financial Aid Award email, and log into your Financial Aid Portal to check your award and provide any necessary documents.
  - Note: Funds are automatically applied to all tuition and fee charges. When you receive the Financial Aid email, you will get instructions for choosing how you want any remaining funds disbursed to you.
9. Purchase any textbooks or supplies needed for your classes.
10. CONGRATULATIONS!!!! You're ready to attend classes. We recommend that you visit the Clark Campus before the first day of the quarter with your schedule, and make sure you know where all your classrooms are.

If you have any questions about this process, please contact your GEAR UP staff, school counselor, career center, or the welcome center at Clark. We are all here to help you take your next step on your journey after high school!!