

Enrollment Checklist

All of these steps and more detailed information can be found at www.frontrange.edu. If at any time you have questions or need assistance, please contact the Information Center by phone at 303-404-5000.

**If you require accommodations for a documented disability, please contact Disability Services at 303-404-5676 or joanna.bennett@frontrange.edu **

1. Submit an Application for Admission (IT'S FREE!)

- Apply online at www.frontrange.edu by clicking on the Apply Now link at the top of the page or pick up a paper application at Admissions & Records. In addition, a series of demographic questions will be asked to determine your residency status.
- My student ID number is S _____

Admissions & Records
303-404-5414
wcadmissions@frontrange.edu

2. Attend a Get Started Session

- All new FRCC students are required to attend a Get Started Session. We'll review the enrollment process including assessment requirements, class registration, financial aid, programs, and more. Sessions are held Mon-Fri at 9am, Mon-Thurs at 3:30pm, Mon & Thurs at 5pm in the Student Services Center. Call 303-404-5000 to schedule your session.

Student Services Center
303-404-5000

3. Apply for Financial Assistance

- Complete the Free Application for Federal Student Aid (FAFSA) to apply for federal, state, and institutional grants, work study, and student loans at www.fafsa.ed.gov. The priority deadline for the FAFSA is March 1 every year, and allow at least 4-6 weeks for processing. After this date you can still apply, but funding may be limited. Our school code when filling out the FAFSA is 007933. If you need assistance completing the FAFSA, please schedule an appointment with the EOC at 303-404-5438.
- Colorado resident? You are entitled to a state stipend for attending college! Did you check the box to apply for COF in your application? If not, sign up for the College Opportunity Fund (COF) online at www.frontrange.edu/cof. Once you apply, you'll be asked to *authorize* COF when you register for classes. For more information on COF, please call 303-404-5000.
- Be sure to apply for scholarships! From www.frontrange.edu, enter 'Scholarships' into the search bar at the top of the page for listings of scholarships, tips and more! Deadlines are typically in March and November.

Financial Aid
303-404-5250

4. Meet the Assessment Requirements

- Assess your current academic skill levels in reading, math, and English for placement in classes. Please note you must bring a Government-Issued Photo ID and your Student ID #, and allow between 2-3 hours to complete the full assessment. Be sure to arrive at least two hours before closing. Visit www.frontrange.edu/testing for hours and study guides!

Testing Center
303-404-5301
wctesting@frontrange.edu

The first time you take the Accuplacer is free! You may qualify for an exemption to the Accuplacer if you have recent ACT or SAT scores (within the last 5 years), or meet one of the other requirements listed in the course catalog. ACT scores of English 18, Math 19, and Reading 17, or SAT scores of English 440, Reading 430, and Math 460 are considered exempt. Please bring a copy of your test scores and/or college transcript with you to your advising appointment.

5. Meet with an Academic Advisor

- An advisor will help interpret your assessment results, create an educational plan, and review program requirements. You can make an appointment or come in for drop-in advising (there may be a wait). Bring any documents that might be helpful (unofficial transcripts, test results, ACT/SAT scores). Always bring your photo ID for service. New students are encouraged to make a ½ hr appt.

Student Services Center
303-404-5000
wcadvising@frontrange.edu

We have specialty advisors available for Veteran Services, Crisis Counseling Services, Career Services, and International Students, so please make an appointment with one of these specialists if you need assistance.

6. Log in to eWOLF (Student Account) and Activate Your FRCC Email

To log in for the first time, use your S# and your 6-digit birth date (mmddyy) as the password at the eWOLF login screen. You will be asked to reset your password when you first log in for security purposes. You can check email, search and register for classes, pay tuition, view financial aid status, access online courses, and more in eWOLF.

From eWOLF, click on the small mail envelope that says Student Email in the upper right-hand corner to start the activation process. Your initial password is your birth date (Monthddyyyy). All important communications **including waitlist status** come through your student email so don't delay! Visit www.fronrange.edu/activateemail to print out step-by-step instructions. For assistance with your email, contact the 24/7 Help Desk at 1-888-800-9198.

Student Services Center
303-404-5000

7. Register for Classes

Log in to eWOLF and click on the Student tab to register for classes. Registration for _____ will begin: __/__/__. Classes will start: __/__/__. If the class says Closed, or 'C', you may have the option of being placed on a waitlist. Notifications for open spots come through your student email account. Visit www.fronrange.edu/waitlist for specific instructions on the waitlist process.

Don't forget to **authorize your COF funds** so that they apply toward your courses.

Print your schedule so you can determine which books you need and where your classes are located.

Admissions & Records
303-404-5414
wcadmissions@fronrange.edu

8. Complete the Payment Process

Pay tuition and fees online or at the Cashier's Office in full by the payment deadline (__/__/__) or accept your financial aid. You may also arrange to pay your tuition through a monthly payment plan (FACTS). If you register for a course after the payment deadline, payment is due by the close of the next business day. For a list of important dates, visit www.fronrange.edu/calendar.

Once you receive your Higher One Refund Card in the mail (watch for the green envelope), you must go online to activate your card and select your refund preference. For more information on the CCCS Higher One Refund Card, please visit the Cashier's Office on the C Level.

Cashier's Office
303-404-5487
wccashiers@fronrange.edu

9. Purchase Books & Supplies

Bring your printed schedule to buy your books and supplies at the Westminster Bookstore. You can also order your books online through eWOLF.

Westminster Bookstore
303-404-5410
WCbookstore@fronrange.edu

10. Attend New Student Orientation

New Student Orientation is a great way to become familiar with FRCC, make friends, and begin a successful college experience. Contact the Information Center at 303-404-5000 to sign-up for the next scheduled orientation or RSVP online at www.fronrange.edu/orientation.

Information Center
303-404-5000

11. Get Your Wolf Card (Student ID Card)

Get your official FRCC student ID card. The Wolf Card gives you access to the library, computer labs, and other services on campus in addition to discounts around town. Bring a Government-Issued Photo ID, your current class schedule, and \$5 to the Student Life Office.

Stop in to the Student Life office to learn how you can be involved in student clubs and organizations or Student Government!

Student Life Office
303-404-5314

12. Attend Classes and Be Successful!

Updated 1/27/12 HB/WC