

**STARK STATE COLLEGE OF TECHNOLOGY
CHECKLIST FOR ENROLLMENT - FIRST TIME STUDENTS**

v	Step #	
	1	File application online at www.starkstate.edu , click on Admissions, or submit a paper copy with the Registration Office, Room S308.
	2	Apply for Financial Aid as soon as possible. Go to the Financial Aid Office in Room S306 OR , go to www.starkstate.edu , Admissions/Prospective Students and select Financial Aid. Note: File for Veteran Benefits through the Registration Office, Room S308.
	3	Make arrangements for the following to be sent to: Registration, 6200 Frank Avenue NW, North Canton, OH 44720. <ul style="list-style-type: none"> ➤ Official high school transcript ➤ GED, if applicable ➤ Official college transcripts from other colleges attended ➤ ACT/SAT scores, if applicable
	4	For Health Technology Program applicants only: Once all of your pre-requisite requirements have been met for your selected major, you will be required to complete the Health Technology Rolling Admissions Application. Do not complete the Health Technology Rolling Admissions application until the requirements have been met.
	5	Schedule an appointment with the Admissions Office, Room S305, 330-966-5450 to complete the COMPASS Assessment (pre-admission placement test).
	6	Make an appointment with a counselor in Admissions to select your classes.
	7	Register for classes and receive your schedule and bill. Review your schedule (Registration Confirmation) for correct personal data, correct classes, days, times, payment deadline dates, and refund deadlines.
	8	YOU ARE RESPONSIBLE FOR PAYING YOUR BILL BY ONE OF THE FOLLOWING METHODS. <ul style="list-style-type: none"> ➤ If your financial aid covers the entire cost of your tuition and fees, you are not required to take action. If you are due a refund, it will be processed prior to the start of the term. ➤ If your financial aid has been processed and there is a remaining balance owed by you, you must make a payment by the due date. ➤ Student Installment Plan (SIP); see Registration Confirmation for details. ➤ Online credit card payment ➤ Deposit payment in the drop box located on the 3rd floor ➤ Mail payment via US Postal Service early enough to reach us by the first deadline ➤ In person at the Cashier's Window on the 3rd floor, Room S300
	9	Prior to the start of classes bring a copy of your schedule to Stark State's Bookstore, Room G105, to purchase books and supplies.

COLLEGE HOURS OF OPERATIONS

Monday through Thursday, 8:00 AM to 7:30 PM and Friday, 8:00 AM to 4:00 PM

Note: During June and July the College closes at 3:00 PM on Friday

**Admissions 330-966-5450, Financial Aid 330-966-5456, Registration 330-966-5460,
Cashier's Office 330-494-6170 X4401 or X4210**

www.starkstate.edu

6200 Frank Avenue NW, North Canton OH 44720

Updated 10/25/06