



Remote Registration

Clark State is striving to insure you are able to continue moving towards the academic and career goals you set for yourself during this time of distant engagement. The following enrollment steps are designed to guide an individual who is new to Clark State and has aspirations to begin classes Fall 2020 and/or Spring 2021.

ENROLLMENT STEPS: NEW TO CLARK STATE

1. Complete the [Enrollment Application](#)
2. Submit your [Free Application for Federal Student Aid \(FAFSA\)](#)
**Complete 2020/21 for Fall*
3. Complete the [Online New Student Orientation](#)
4. Complete your Assessment Evaluation:
 - a. Submit an unofficial or official transcript if you attended a college/university previously, or ACT/SAT scores within the last five years by emailing advisors@clarkstate.edu.
 - b. Visit our [First Year Placement Evaluation form](#) to learn more about virtual placement testing.
 - c. Meet with Success Coach and register for courses virtually using your [Success Coach's calendly link](#).
**Allow an hour for an advising session*
5. Order your textbooks online
 - a. To access the Virtual Bookstore, go to [myClarkState](#) and click on "Virtual Bookstore" in the "Quick Links" box.
 - b. Financial Aid book allowances will be available seven (7) days prior to the start of each term.

REGISTRATION: CURRENT STUDENTS

Use the following steps to register for Fall 2020

1. Email your Success Coach to discuss your academic plan. If you are unsure who your Success Coach is, you can find their information in Student Planning through [myClarkState](#) and Self-Service.
2. Meet with Success Coach and register for courses virtually using your [Success Coach's calendly link](#).
**Allow an hour for an advising session*
3. Submit your [Free Application for Federal Student Aid \(FAFSA\)](#)
**Complete 2020/21 for Fall*
4. Order your textbooks online
 - a. To access the Virtual Bookstore, go to [myClarkState](#) and click on "Virtual Bookstore" in the "Quick Links" box.
 - b. Financial Aid book allowances will be available seven (7) days prior to the start of each term.

REGISTRATION: RETURNING STUDENTS

Students who previously attended Clark State with at least one semester break in between attendance.

1. Student who have not attended Clark State in the last three years must complete the [Enrollment Application](#).
2. Submit your [Free Application for Federal Student Aid \(FAFSA\)](#)
**Complete 2020/21 for Fall*



3. Complete your Assessment Evaluation:
 - a. Submit an unofficial or official transcript if you attended a college/university previously, or ACT/SAT scores within the last five years by emailing advisors@clarkstate.edu.
 - b. Contact [Academic Advising](#) for placement evaluation.
 - c. Meet with Success Coach and register for courses virtually.
**Allow an hour for an advising session*
4. Order your textbooks online
 - a. To access the Virtual Bookstore, go to [myClarkState](#) and click on “Virtual Bookstore” in the “Quick Links” box.
 - b. Financial Aid book allowances will be available seven (7) days prior to the start of each term.

REGISTRATION: COLLEGE CREDIT PLUS

1. Complete the [Enrollment Application](#)
2. Submit an official high school transcript to ccp@clarkstate.edu. Your high school transcript will determine your possible placement in college level courses.
3. If you have no previous college courses, ACT/SAT scores or Accuplacer Placement scores, contact our College Credit Plus Office at ccp@clarkstate.edu for placement evaluation.
4. Upon admission as a College Credit Plus Student, complete the [College Credit Plus Virtual Orientation](#).
5. Register for courses virtually during orientation or email your course requests to ccp@clarkstate.edu.

REGISTRATION: VISITING (TRANSIENT) STUDENTS

1. If this is your first time to Clark State Complete the [Enrollment Application](#).
2. Email unofficial or official college or university transcript to advisors@clarkstate.edu with the course(s) you wish to enroll in at Clark State.
3. Pay your bill or set up a payment plan. Students can make payments through *Self-Service*, which is found on [myClarkState](#). To pay your bill, please go to *Self-Service, Student Finance* and click on *Make a Payment*.

You can also pay your bill or set up a payment plan for Summer through *Make a Payment*. As you scroll down the *Make a Payment page*, a banner will appear at the top, and you can click on *Create Payment Plan*.

4. Order your textbooks online
 - a. To access the Virtual Bookstore, go to [myClarkState](#) and click on “Virtual Bookstore” in the “Quick Links” box.
 - b. Financial Aid book allowances will be available seven (7) days prior to the start of each term.