

# STEPS OF ENROLLMENT AT CLARK STATE COLLEGE NEW STUDENT CHECKLIST



## ■ APPLY AND BE AUTOMATICALLY ACCEPTED

Go online: [www.clarkstate.edu/admissions/enroll-now](http://www.clarkstate.edu/admissions/enroll-now)

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## ■ APPLY FOR FINANCIAL AID

Learn the steps to the process at [www.clarkstate.edu/financial-aid/](http://www.clarkstate.edu/financial-aid/)  
Apply at [studentaid.gov](http://studentaid.gov) | Clark State Code: 004852

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## ■ ACTIVATE YOUR CLARK STATE EMAIL

Follow the instructions in your acceptance letter for setting up your Clark State email account. All official email communication to students is sent to this account.

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## ■ TAKE THE PLACEMENT TEST

For details go to [www.clarkstate.edu/admissions/placement-testing](http://www.clarkstate.edu/admissions/placement-testing).  
Be sure to bring a valid ID.

Or

## ■ REQUEST YOUR PREVIOUS HIGH SCHOOL/COLLEGE OFFICIAL TRANSCRIPT

To be sent electronically; by US mail to Clark State Admissions Office, P.O. Box 570, Springfield, OH 45501; or hand carry an official transcript in a sealed envelope to one of our Clark state locations.

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## ■ ATTEND NEW STUDENT ORIENTATION

You can attend conveniently online anytime!  
[www.clarkstate.edu/admissions/new-student-orientation/](http://www.clarkstate.edu/admissions/new-student-orientation/)

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## ■ REGISTER FOR CLASSES WITH HELP FROM AN ADVISOR

Create your academic plan and determine classes.  
[www.clarkstate.edu/admissions/academic-advising/](http://www.clarkstate.edu/admissions/academic-advising/)

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## ■ PAY TUITION WITH FINANCIAL AID OR A PAYMENT PLAN

Pay online in Student Finance on the Clark State Student Portal.  
For other payment options visit:  
[www.clarkstate.edu/admissions/tuition-and-fees/payment-options/](http://www.clarkstate.edu/admissions/tuition-and-fees/payment-options/)

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## ■ GET YOUR STUDENT ID

Be sure to bring a valid ID.

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## ■ GET YOUR TEXTBOOKS

Order books online through the Virtual Bookstore  
[www.clarkstate.edu/academics/ordering-textbooks](http://www.clarkstate.edu/academics/ordering-textbooks)

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## ■ GO TO CLASS!

Congratulations! You're a Clark State Eagle!

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# WELCOME TO **CLARK STATE COLLEGE!**

## **GETTING STARTED WITH US IS EASY**

Going to college is a big step. Clark State team members and faculty know this and are always here to help...whether you are just starting college, coming back to school after working and/or raising a family, or still in high school.

## **QUESTIONS? WE'RE HERE TO HELP!**

■ **Admissions - Springfield**  
*Sara T. Landess Technology and Learning Center*  
937.328.6028 | [admissions@clarkstate.edu](mailto:admissions@clarkstate.edu)

**Accessibility Services**  
937.328.6019

■ **Admissions - Bellefontaine**  
*Ohio Hi-Point*  
937.599.7602 | [bellefontaine@clarkstate.edu](mailto:bellefontaine@clarkstate.edu)

**Accessibility Services**  
937.328.6019

■ **Admissions - Beavercreek**  
*Greene Center*  
937.429.8819 | [greenecenter@clarkstate.edu](mailto:greenecenter@clarkstate.edu)

**Accessibility Services**  
937.431.7155

■ **Admissions - Xenia**  
*Xenia YMCA*  
937.431.7171 | [xenia@clarkstate.edu](mailto:xenia@clarkstate.edu)

**Accessibility Services**  
937.431.7155

■ **Career Services**  
937.328.6468 | [careers@clarkstate.edu](mailto:careers@clarkstate.edu)