

# New Student Checklist



## Admissions

1. \_\_\_\_ Complete the Admission application and mail or deliver to any Gateway campus listed below
2. \_\_\_\_ Make financial arrangements to pay for your classes or complete the Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Gateway's Federal School Code: 013753
3. \_\_\_\_ Request official copies of high school transcripts, and/or GED test scores be sent to: Gateway Community & Technical College, Admission Office, 790 Thomas More Parkway, Edgewood, KY 41017
4. \_\_\_\_ Request official copy of college transcripts be sent to: Gateway Community & Technical College, Registrar's Office, 790 Thomas More Parkway, Edgewood, KY 41017
5. \_\_\_\_ Submit required ACT scores to the Admissions Office or make an appointment to take the COMPASS by calling 859-442-4115

## After completion of the Admissions process

6. \_\_\_\_ Contact the Advising Center, 859-442-1630, to make an appointment to enroll in classes  
Advising Center is located on the Edgewood Campus, Student Services Center room E105
7. \_\_\_\_ If you are a student with a disability, contact Disability Services, 859-442-4120, to schedule an appointment to discuss academic adjustments and auxiliary aids for your classes

## When you receive your financial aid award letter

8. \_\_\_\_ Sign and return your Financial Aid Award Letter to the Financial Aid Office, accepting or declining your awards
9. \_\_\_\_ Sign and return a Financial Aid Release Form to the Financial Aid Office, to receive a book voucher

## Tuition Payments

10. \_\_\_\_ All tuition payments are due seven days before the semester begins or at the time of registration if the semester has already begun

## E-mail

11. \_\_\_\_ After you schedule your classes, activate your Gateway student e-mail account  
Instructions to activate your student email are found by logging on to  
<http://www.gateway.kctcs.edu/new/ways.htm>

## Buy Books

12. \_\_\_\_ Purchase textbooks at the Gateway Bookstore, 859-442-4180, located on the Covington Campus or online at <http://www.whywaitforbooks.com>

## **Student Services Locations**

Boone Campus	500 Technology Way	Florence, KY 41042
Covington Campus	1025 Amsterdam Road	Covington, KY 41011
Edgewood Campus	790 Thomas More Parkway	Edgewood, KY 41017

[www.gateway.kctcs.edu](http://www.gateway.kctcs.edu) 859-441-4500

*Gateway offers equal education and employment opportunities. M/F/D*