You will need to check in at this station to begin the steps in the admission and registration processes:

1. Complete Online Admission Application
2. You will be required to provide residency verification in person, for every term you register, which may be one of the following documents (p. 16, 2010 Student Policy Manual), You will not be able to proceed without one of the following documents:
   - Driver’s License
   - State ID
   - Voter Registration Card
   - Mexican Consular ID (Matricula)
   - Official ISIR
   - Utility or Phone (“land-line”) Bill
3. Submit transcripts. Unofficial transcripts for advising and testing waivers are accepted for registration purposes only; official transcripts must be submitted to the Office of Admission and Records. Note: Current ACT scores (less than 2 years) on an official high school transcript, or demonstration of grades of “C” or better from an accredited institution, may only be used to waive the placement exam (pp. 13-14, 2010 Student Policy Manual).
4. Activate Student Account - Create a Username, Password and access your CCC email

To apply for financial aid, complete the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.ed.gov The school code for Daley College is 001649. Students must submit evidence of graduation from H.S or a GED program in order to be eligible for financial aid.

*Please note: If your financial aid application is not processed or not approved before registering for classes, you will be required to secure other means to pay for your classes. Non-payment will result in a student being dropped from their classes and being accessed a registration fee.

You will be provided with information regarding the registration process, including: Testing, Financial Aid, Academic Planning and other available resources.

You will need to have the Testing Acknowledgement Sheet (provided to you at Check-In) and a photo ID. If you would like to study for the Compass Placement Exam, please visit: http://www.act.org/compass/sample/index.html

Note: Students with documented disabilities may contact Disability Access Center (DAC) in Room 1401, before taking the Placement Test to arrange for testing accommodations.

After completing the Success Navigator Assessment https://ets.qualtrics.com/SE/?SID=SV_8dJAYuUhehuShpd3, you will meet with a College Advisor to develop an Academic Plan. This will include the explanation of the test results, the planning of your academic career, selecting a degree plan, and listing potential coursework until degree completion. You will then register for your first term with a College Advisor. **If you are not paying with Financial Aid skip to Step 9 to complete the registration process.

Students who received an estimated award offer during Step 4 will have to return to speak with a financial counselor for a recap on your aid eligibility based on total hours of enrollment.

**You will need to proceed to the Business Office in the 1st Floor to complete the registration process.
Proof of Financial Aid or other methods of payment (i.e., cash, credit cards, check, third-party payment) must be provided. Students wishing to use the e-Cashier online payment plan should obtain a copy of their tuition and fees at this time. After the form of payment has been provided, you may proceed to Room 1408 for a copy of your Study List/Schedule and may proceed to Security to take your ID picture, and finalize registration.

After registration, you will need to bring a copy of your Study List/Schedule to Security to take your student ID photo.

You may then proceed to the Bookstore in the Lower Level, Room L215, to obtain your textbooks. Financial Aid recipients will only need a copy of their Study List/schedule and photo ID to obtain their books. Students also have the option of purchasing and renting their books online at various sources online such as Amazon.com & Cheap Textbooks. You may also try looking for them in the library and check them out for the duration of your class.

**WELCOME TO THE CITY COLLEGES OF CHICAGO – RICHARD J. DALEY COLLEGE!**

**Office Use ONLY:**

**Verification of Demographics:**

- ID number
- SS#
- Name
- Date of Birth
- Home Address
- Academic Program - DATRN - DA-Transfer
- Academic Plan – DA0203- General Studies
- Program Status – Active in Program

**Check:**

Home > Manage Student Records > Track Student Careers > Use > Student Program/Plan

Home > Manage Student Records > CCC Student Records > Inquire > CCC Student History Summary