The Gateway Student Success and Transfer Center of Wright College
Spring 2013 Admissions and Registration Checklist
Spring classes begin Monday, January 14, 2013

Please carefully read and review the steps for admissions and registration. Submit questions to wradmissions@ccc.edu.

If you are planning to use financial aid to pay for your classes, you must:
Complete the Free Application for Federal Student Aid (FAFSA) immediately. Go to www.fafsa.ed.gov. (Wright College school code: 001665). Act on this now. If your financial aid file is not complete by the time of registration, you must pay out-of-pocket for your classes.

At the City Colleges of Chicago, you must pay when you register. After registering for classes, you may pay for your classes through your My.CCC.edu account. If you wish to pay in person, visit the Business Services Office, Room A138. Credit card (American Express, MasterCard, and Visa), cash, check, or money order payments are accepted. An e-Cashier Payment Plan is available to help you manage the cost of tuition and fees.

☐ Admissions Application - Go to My.CCC.edu to submit your admissions application if you have not already done so.

☐ New Student Orientation
Attend the mandatory New Student Orientation. You must complete the New Student Orientation before taking the placement test. Space is limited; you must reserve a seat. To reserve a seat, e-mail wradmissions@ccc.edu. Arrive on time. Late arrivals must reschedule.

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Veteran, active service member, dependent of a Veteran or Individual receiving military/VA educational benefits must meet with the Veterans Services Specialist in Room A139.

☐ Placement Test
Take the Placement Test. To help you to better prepare for the placement test, we offer a Reading and Writing Workshop. Go to www.ccc.edu/colleges/wright and click on Admissions for more information and to sign up for the workshop.

You must attend New Student Orientation before taking the placement test. All new students are required to take the Placement Test unless you have transcripts from another college/university indicating you have completed college level course work in the areas of reading, writing and math, meet a certain score on the ACT test or have Advanced Placement scores of 3 or higher in specific areas.

In addition, transfer students or those who already possess an undergraduate or graduate degree from an accredited institution may be required to take a placement test, depending on the prerequisites for the desired course. Prepare and review for the placement test. Find a study guide at www.act.org/compass. The placement test results will be used to register you for your courses. The Testing Office is in Room L131. Testing is on a first-come, first-served basis. Bring a pen and arrive at least 30 minutes before the test time to complete the required forms for the test(s).

Note: Students with documented disabilities (Individualized Education Programs) may contact the Disability Access Center in Room L135, before taking the Placement Test to arrange for testing accommodations.

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☐ Financial Aid Verification (this step is required for students using financial aid)
The Financial Aid Office, Arts Building, Room A128. It is important that you check with the Financial Aid Office to ensure that the FAFSA application that you have submitted has been received by Wright College, to verify that you are eligible to receive financial aid, and to complete any other necessary steps and/or paperwork before receiving the financial aid deferment.

Veteran, active service member, dependent of a Veteran or individual receiving military/VA educational benefits must meet with the VA Certifying Official in the Financial Aid Office.

City Colleges of Chicago
Wilbur Wright
Education that Works
Group Advising and Registration

After retrieving your placement test results, if needed, stop by Room A120 to sign up for a Group Advising and Registration session. College advisors will be available in the Group Advising and Registration session to guide you in completing registration. To avoid additional trips to the campus, sign up for the Group Advising and Registration session immediately after completing the placement test. Once your placement test results are ready, you must pick up your results in Room L131 before attending the Group Advising and Registration session. Veteran, active service member, dependent of a Veteran or individual receiving military/VA educational benefits must meet with the VA Certifying Official in the Financial Aid Office.

All students must provide proof of address in the City of Chicago each time they register to receive in-district tuition rates. Provide one of the following for proof of address:

- Driver’s License, State of Illinois Identification Card
- Voter Registration Card
- Copy of Lease
- Utility or Telephone Bill
- Consulate ID with Chicago Address
- Student Aid Report (SAR)

Students who are dependents of their parents may present the following:

- Driver’s License, State of Illinois Identification Card
- Utility or Telephone Bill
- Copy of Lease in Parents’ Name at Student’s Address

Transcripts

High School
If you graduated from an accredited high school in the United States, you are able to self-certify your high school graduation information at the time of registration. If you graduated from a high school in a foreign country, you also will be able to self-certify your high school graduation at the time of registration, if the high school attended is equivalent to a U.S. high school.

College
If you are a transfer student seeking a degree at Wright College, submit official transcript(s) from all colleges and universities previously attended and request an official evaluation (official credit evaluation cannot be conducted during registration) to receive credit for the applicable courses that you have completed. Unofficial transcripts or grade reports may be used only for advising and registration purposes.

Payment of Tuition and Fees
Pay for your classes. You must pay at the time of registration and a payment plan option is available. For more information, go to wright.ccc.edu and click on e-Cashier Payment Plan or contact the Business Services Office at 773-481-8500. If you are using financial aid, your deferment must be ready for the Business Services office to complete your registration.

Textbooks
Purchase textbooks. Take advantage of the following affordable options for purchasing textbooks:

- **The Wright College Bookstore, Room S101,** or online at www.efollett.com.
- **The Library, 2nd Floor LRC,** has reserve copies of many textbooks.
- **Bookswaps.** The cheapest way to get used books is from other students. Look on Facebook, campusbookswap.com, and Craigslist.
- **Online.** Here are a few sites to get you started:
  - CheapestTextBooks.com
  - TextbookX.com
  - CampusBooks.com
  - Half.com
  - Alibris.com
  - Amazon.com
- **Rentals.** Rent textbooks from websites such as chegg.com (similar to Netflix) or the Wright College Bookstore. You pay a small fee up front and return the books at the end of the semester.

**Note:** Full-time students (12 or more credit hours) are eligible for the CTA U-Pass.

Get your Student ID card!