

NEW STUDENT CHECKLIST

Complete the registration process at City Colleges



Missing information

We still need you to answer a few more questions about yourself before you can take the next steps towards starting classes. This is a good item to start with when you first log in to the Student Portal.



Take your placement tests

New students and former students without placement scores on file are required to take a placement test before registering for classes. Students who have previously taken the placement test but whose placement scores are one or more years old are required to re-take the placement test. Learn more [here](#).



Submit your ACT/SAT, high school transcript

You may not need to take placement tests if you have already taken certain classes in high school or college, or scored above a certain number on the SAT or ACT. You can learn more about that [here](#).



Provide proof of residency

You will need to show proof of where you live so you are charged the correct tuition rate (in Chicago, outside of Chicago, international). Learn more [here](#).



Sign up for New Student Orientation

New Student Orientation provides a great introduction to everything you need to know to get started at City Colleges, including where to go to receive additional support!

Once you have completed any necessary placement testing, you will be able to sign up for an orientation date by logging in to your Student Portal and going to **"Navigate"**.



Get your Student ID information

If all your classes are virtual, you do not need to make an extra trip to campus to pick up your Student ID. However, if you will be going to campus at all, you will need that ID to get into City Colleges buildings.

If you need a Student ID, please visit the Security Office at your college.



Learn how to pay for your education

Learn more about financial aid, scholarships, and our payment plan [here](#).