



## Enrollment Checklist

- 1. APPLY:** Apply online at [www.fortscott.edu/applynow](http://www.fortscott.edu/applynow)
- 2. HIGH SCHOOL TRANSCRIPT:** Have your high school send a signed copy of your transcript, with an authorized signature and your graduation date. If you are enrolling before your graduation, an unofficial copy can be used by getting it to directly to an Advisor (*see #5 below*).

**Official Transcripts** should be sent to:

- By email: [courtneym@fortscott.edu](mailto:courtneym@fortscott.edu)
- Postal Service: Fort Scott Community College  
ATTN: REGISTRAR  
2108 S. Horton Fort Scott, KS 66701
- Fax: 620.223.4927 ATTN: REGISTRAR

- 3. COLLEGE TRANSCRIPTS:** If you have taken any previous college courses (including concurrent/dual credit), please have your Official Transcript sent to us from that college(s). Unofficial Transcripts may be used for enrollment with an Advisor, BUT an Official Transcript from all colleges will still be required.

**Official college Transcripts** should be sent to us directly from the school using:

- Postal Service: Fort Scott Community College  
ATTN: REGISTRAR  
2108 S. Horton Fort Scott, KS 66701
- College transcripts can be sent electronically through Student Clearinghouse, Parchment, eScript, or Scrip-Safe. If you use one of these online services, have the electronic transcript sent to [courtneym@fortscott.edu](mailto:courtneym@fortscott.edu).

- 4. PLACEMENT TESTS:** Please bring, or email your ACT, SAT, or Accuplacer scores. If you have not taken a placement test, the Accuplacer test can be taken on the FSCC campus free of charge. Placement scores, along with student transcripts will be used for enrollment. Placement scores can be sent to [advising@fortscott.edu](mailto:advising@fortscott.edu).

- 5. CONTACTING THE FSCC ADVISING OFFICE:** To set up an appointment with an advisor to enroll or get assistance with logging into student accounts, please contact us at 620.223.2700 ext. 3630, or [advising@fortscott.edu](mailto:advising@fortscott.edu).