

It's Time to Enroll

At Prairie State College:

- Gain Skills
- Earn a Certificate
- Begin Your Bachelor's Degree
- Pursue Professional and Continuing Education



 **Prairie State College**

prairiestate.edu | (708) 709-3500

Start near. Go far.

It's Time to Enroll

- New students for credit courses
- Transfer students for credit courses
- Guest students for credit courses
- Students with a bachelor's degree or higher

New Student for Credit Courses

Step 1. Apply

Complete an enrollment application online at prairiestate.edu, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516.

Step 2. COMPASS Test or ACT Scores

Students are advised to take the COMPASS Assessment Test for transfer programs and for correct placement in prerequisite courses, or bring in ACT scores that are within the past five years. The COMPASS Assessment Test determines your placement in English, math, and reading. No appointment is necessary. Contact the testing center for times at (708) 709-3558, or visit prairiestate.edu, go to Choose a Link, and click on COMPASS Test.

Transfer Student for Credit Courses

Step 1. Apply

Complete an enrollment application online at prairiestate.edu, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. We can answer your questions and show you what Prairie State College (PSC) will do to help you move forward with your education. We also can connect you with one of our financial aid representatives. Allow three days for processing the online application.

Step 2. Transcripts

Send your official transcripts* and request an evaluation of official transcripts to determine how courses will transfer to PSC.

*Official transcripts are not required for enrollment at PSC. It is recommended that official transcripts be received and evaluated as soon as possible to ensure adequate advising and progress towards a degree or certificate.



Step 3. Transcripts

Send your official high school transcripts* to the Enrollment Services Office.

Step 4. Advisor

Meet with an advisor to select courses and complete the registration form. No appointment is necessary.

Step 5. Register

Register in person for courses in Enrollment Services.

Step 6. Payment

Pay tuition and fees in the Business Office. Don't let financial concerns stop you from enrolling at PSC. More than half of PSC students receive financial aid. Talk to a financial aid representative at (708) 709-3735.

Step 3. COMPASS Test, ACT Scores, or College Transcripts

Take the COMPASS Assessment Test or bring in ACT scores that are within the past five years, or present unofficial transcripts to advisor for course placement. The COMPASS Assessment Test determines your placement in English, math, and reading. No appointment is necessary. Contact the testing center for times at (708) 709-3558, or visit prairiestate.edu, go to Choose a Link, and click on COMPASS Test. Unofficial transcripts can be used to determine a preliminary placement and determine the need for COMPASS testing.

Step 4. Advisor

Send your official transcripts* and request an evaluation of official transcripts to determine how courses will transfer to PSC.

Step 5. Register

Register in person for courses in Enrollment Services.

Step 6. Payment

Pay tuition and fees in the Business Office. Don't let financial concerns stop you from enrolling at PSC. More than half of PSC students receive financial aid. Talk to a financial aid representative at (708) 709-3735.

Guest Student for Credit Courses

Step 1. Apply

Complete an enrollment application online at prairiestate.edu, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516.

Step 2. Select Courses

Check with your advisor at your home college to determine transferability of the summer courses in which you plan to enroll. Only your advisor (or the registrar) can guarantee the transfer of credit as it applies to your particular degree/major.

- Transfer students also can access course articulation tables for Illinois colleges or universities from the iTransferWeb site at <http://itransfer.org/iai/Others/twoplustwoarticulation.aspx>
- Additional course articulation information is available from u.select. Visit itransfer.org/uselect.

Selective Enrollment Programs

Several programs have selective enrollment procedures, including Nursing, Surgical Technology, Paramedicine, and Dental Hygiene. Call (708) 709-3516 for more information.

Guest Student for Credit Course

Step 1. Apply

Complete an enrollment application online at prairiestate.edu, or complete one in person. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516.

Step 2. Transcripts

Send official transcripts and request an evaluation to determine completion of course prerequisites. Unofficial transcripts can be used for initial enrollment. Official transcripts should be received and evaluated by the end of the first term of enrollment.

Step 3. Register

Complete registration form and enroll in courses.

Step 4. Payment

Pay tuition and fees. Note: Students who have earned a bachelor's or professional degree are not eligible for grants.

Step 3. Register

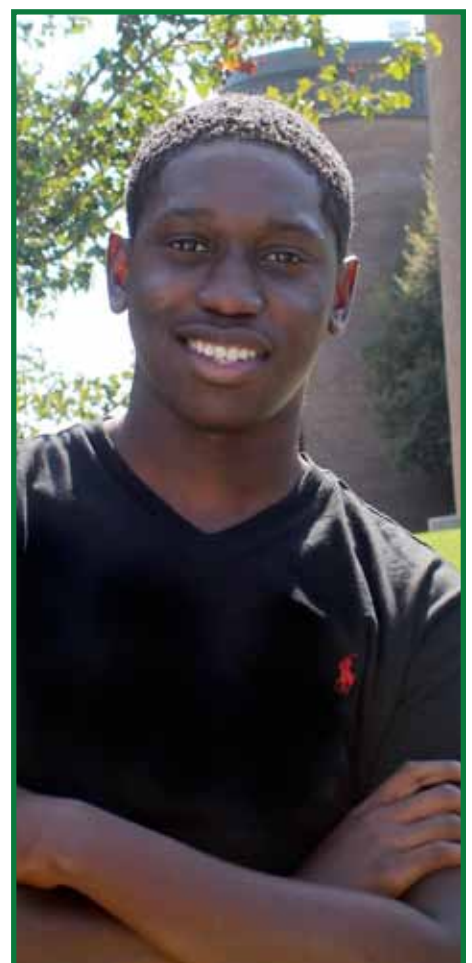
Complete registration form and enroll in courses.

Step 4. Payment

Pay tuition and fees.

Step 5. Transcript to Home College

At the completion of course, request an official transcript be sent to your home college. To request an official transcript, visit Enrollment Services or fax the transcript request form to (708) 709-3951. The transcript request form can be downloaded from the Web site at prairiestate.edu; click on Admissions.



It's Time to Enroll

Personal and Professional

Non-Credit Classes/Vocational Certificate Programs

Step 1. Review and choose classes

Review the class schedule either online at prairiestate.edu, or request a copy by calling (708) 709-3750.

Step 2. Register

Register and pay for a class either by completing the registration form at the back of the schedule and mailing it in or by calling Enrollment Services (708) 709-7701 or the Matteson Area Center (708) 709-3750.

Step 3. Payment

Pay tuition and fees. Payment is due at time of registration. Paying by cash or check, Visa, MasterCard, or Discover? Please visit the Business Office to pay tuition. Please note: Make checks payable to Prairie State College. Driver's license or State I.D. required for all checks. Prefer to pay at the Matteson Area Center? Only credit and debit cards are accepted for payment there.





It's Time to Enroll

Free Adult Education Classes

Adult Basic Education (ABE)/General Education Development (GED®)

Offers in district residents who are non high school graduates 16 years and older math, reading, and English courses to prepare for the GED® Tests. Call (708) 709-7880 for recorded information regarding the registration process.

On Campus

Step 1. Information

Call (708) 709-7880 or (708) 709-7931 for more information on classes offered on campus at the Adult Training and Outreach Center (ATOC).

Step 2. Orientation/Assessment/Registration

Students attend an orientation, complete an assessment, and register for classes based on test results.

Step 3. Class

Students attend first day of class.

Off Campus

Step 1. Information

Call (708) 709-7880 or (708) 709-7931 for more information regarding off campus locations, registration, and assessment dates.

Step 2. Assessment/Registration

Students complete an assessment at the location they want to attend and register for an ABE/GED® review class based on results.

Step 3. Class

Students attend first day of class.

Spanish General Education Development (GED®)

Offers Spanish speaking non-high school graduates 16 years and older an opportunity to prepare for the Spanish GED® Tests.

Step 1. Information

Call (708) 709-3790 for more information on Spanish GED® classes

Step 2. Registration/Class

Students register the first day of class.

English as a Second Language (ESL)

Offers non-English speakers 16 years and older an opportunity to develop listening, speaking, reading, and writing skills in English.

Step 1. Information

Call (708) 709-3790/(708) 709-7922 for more information on ESL classes.

Step 2. Assessment/Registration

Students complete an English assessment, register, and are placed into an ESL class.

Step 3. Class

Students attend first day of class.

Adult Literacy

Serves students with or without a high school diploma who score between a 0.0-9.0 reading level. Call (708) 709-3724 for more information.

Students with a High School Diploma

Step 1. Assessment

Students complete an assessment test (minimum 45 minutes).

Step 2. Tutor Assignment

Students who are assessed with a reading level of 9.0 or below are assigned a tutor for a one-on-one and/or small group tutorial in reading, writing, English, and math.

Students without a High School Diploma

Step 1. Assessment

Students who request a tutor complete an assessment test (minimum 45 minutes).

Step 2. Tutor Assignment

Students assessed with a reading level of 9.0 or below may be referred to ABE/GED® classes or may be assigned a tutor for a one-on-one and/or small group tutorial in reading, writing, English, and math.

Financial Aid Process

How Do I Pay for College?

Steps for Applying for Financial Aid

Please note: The financial aid process can take up to 30 days. A short video is available on how to complete the FAFSA at <http://www.finaid.org/fafsa/video.phtml>.

Step 1. Complete the Free Application for Federal Student Aid (FAFSA).

The school code for PSC is 001640.

There are three options to file a FAFSA:

A. Apply online at fafsa.gov. Note: You must use the previous year's federal income tax return to complete the FAFSA. Applications are available online beginning January 1st of every year. We strongly recommend that students link to the IRS Web site to download their federal income tax information. Beginning in the 2012/13 academic year, students who do not download the information from the IRS will have to obtain a tax transcript from the IRS and submit it to the Financial Aid Office for verification.

B. Download a FAFSA from http://federalstudentaid.ed.gov/fafsa/fafsa_options.html. You will need to complete the form and mail it in for processing.

C. Request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4FED-AID (1-800-433-3243 or 319-337-5665). The hearing impaired should contact the TTY line at 1-800-730-8913. Please note: using the non-electronic version of the FAFSA adds additional time to the financial aid process.

Step 2. Notification from Department of Education

If you listed PSC's school code in your FAFSA, the college's Financial Aid Office will receive your report in approximately 14 days. This report is used to confirm receipt of your FAFSA with the Department of Education. If you completed a paper FAFSA, the notification takes several weeks longer.

Step 3. Notification from PSC

Once PSC receives your FAFSA from the Department of Education, a letter will be mailed to you indicating the documents needed to complete your financial aid file.

All students are required to complete the PSC Financial Aid application. It is available at <http://prairiestate.edu/finaid/finaidapp11-12.pdf>.

Step 4. Determination Letter

Once all required documents are completed and submitted to the Financial Aid Office, an award or ineligible letter will be issued in two to three weeks. Students eligible for an award are notified via e-mail. The award letter can be viewed in the student's WebAdvisor account. First time PSC students also will have an award letter mailed to their home.

Financial Aid Process

How Do I Pay for College?

Prairie State College Foundation Scholarships

Step 1. Register for Classes

Foundation awards are not “first money” to hold a class. Foundation scholarships are for partial costs, pending available funds.

Step 2. File a FAFSA

The Foundation assists those who are not eligible for federal or state aid, but every applicant must have filed FAFSA.

Step 3. Complete a Foundation scholarship application.

Available online at prairiestate.edu.

Step 4. Return Form

Return completed application to the Financial Aid Office.

Veteran Benefits

Federal Educational Benefits

Visit gibill.gov to determine if you are eligible for federal benefits.

If eligible, complete the application form at gibill.gov. Call (708) 709-3562 to meet with the veterans affairs specialist.

Illinois Veterans Grant

The Illinois Veterans Grant (IVG) is available to Illinois veterans who have an honorable discharge, have served at least one year (active duty), and returned to Illinois within six months of service.

Complete an application at collegezone.com/media/FI03_E_IVG.pdf. Call (708) 709-3562 to meet with the veterans affairs specialist.

National Guard Grant

Individuals who have completed one year in the Illinois National Guard and have complied with the selective service registration requirements are eligible to apply for a tuition grant.

Complete an application at collegezone.com/media/FI03_E_IVG.pdf. For more information call (800) 899-4722.



College Resources

Enrollment Services

(Room 1160):

- Apply for admission
- Print a schedule
- Add or drop a class
- Change my address
- Order my transcript*

Business Office

(Room 1110):

- Pay my tuition bill
- Ask billing and payment questions

Campus and Public Safety

(Room 1103):

- Get my student ID**
- Get my parking sticker

Counseling and Advising

(Room 1190):

- Speak with an advisor
- Get my COMPASS scores

Testing Services

(Room 2505):

- Take COMPASS Test

Financial Aid and Veterans Affairs

(Room 1359):

- Review my financial aid award
- Explore veterans benefits

Barnes and Noble Bookstore

(Room 1121):

- Purchase books and supplies

*To order a transcript, first pay the fee in the Business Office, then submit the transcript request form and payment receipt to the Enrollment Services Office.

**A copy of your academic schedule is required to get a student ID.



202 South Halsted Steet | Chicago Heights, IL
prairiestate.edu | (708) 709-3500

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