**Steps for Success for New Students**



**Disabled Students Programs and Services (DSP&S)![C:\Users\pr001\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8HPWYDLF\MC900115855[1].gif]()**

**SCCCD enrollment priorities promote student access, success, and equity. To meet enrollment priority criteria, you must be fully matriculated. To be fully matriculated, you must complete steps 3, 4, and 7.**

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| □ | **Step 1:**Apply for Admission &Set-up Student Accounts | ●Apply online at: http://www.fresnocitycollege.edu and click on “Apply Online.” *Application is normally processed within 2 business days.*●Activate your SCCCD email account: <http://fresnocitycollege.edu/studentemail> (see back for detailed instructions). *Email is the primary way the college will communicate with you*.●Go to WebAdvisor at <http://webadvisor.scccd.edu/> to get your SCCCD student identification number (see back for detailed instructions). Call (559) 442-8240 for help with WebAdvisor/student email. |

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| □ | **Step 2:**Financial Aid/Scholarships(optional) | ●Complete the Free Application for Federal Student Aid (FAFSA) at: <http://www.fafsa.ed.gov>. If you need assistance, go to the Financial Aid lab in the FCC Library, Room 123.●Apply for Scholarships; view deadlines and contact information at: http://www.fresnocitycollege.edu/financialaid*Note: it is recommended that the student complete their FAFSA application as early as possible.* |

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| □ | **Step 3:**New Student Orientation (FCC) | ●Complete the New Student Online Orientation session at <http://counseling.scccd.edu>. You must have your FCC student ID number & SCCCD email address to log-on. *It may take 2-3 business days to clear your orientation hold.* |

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| □ | **Step 4:**Assessment/Placement | ●Take the appropriate placement tests or meet the placement test exemption requirement(s). ●Visit the Assessment Center website <http://www.fresnocitycollege.edu/assessmentcenter> for test exemptions, procedures, testing calendar, and test samples.*Note: If you need an accommodation because of your documented disability, you may request it at your New Student Intake appointment.* |

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| □ | **Step 5:**DSP&S New Student Intake  | ●All new DSP&S students are required to schedule a New Student Intake/Orientation Appointment and complete mandatory intake paperwork. You may schedule the intake appointment by calling 442-8237.●Upon completion of the New Student Intake Process/Orientation students will be assigned to a DSP&S counselor. |

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| □ | **Step 6:**Disability Verification | ●A “student with a disability” is a person enrolled at a community college who has a verified disability which limits one or more major life activities.●The existence of a disability may be verified by 1) counselor review of records/documentation provided by appropriate agencies or certified/licensed professions outside of DSP&S (physician, mental health professional, audiologist, IEP/Psychological report, 504 Plan, etc.), OR 2) Observation/Assessment by DSP&S counselor●Please bring any existing documentation with you to the New Student Intake/Orientation appointment for DSP&S counselor review●Medical and Psychological verification forms are available in the DSP&S office and on the DSP&S website |

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| □ | **Step 7:**Academic Accommodation Plan/SEP | ●The Academic Accommodation Plan/Student Educational Plan is an interactive process between the DSP&S student and DSP&S counselor regarding academic adjustments, auxiliary aids, services and/or instruction necessary to provide the student equal access to the educational process. |

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| □ | **Step 8:**Register for classes | ●You can register in the following ways: 1.) Online using WebAdvisor at http://webadvisor.scccd.edu/2.) On-campus in the Admissions office (Student Services building, 1st floor).●Before you register, make sure all prerequisite requirements have been met. If the prerequisite was taken and passed outside of the SCCCD campus sites, bring your transcripts indicating the passing grade to an appointment with your DSP&S counselor. |

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| □ | **Step 9:**Pay Your Fees | ●Information regarding students fees: http://www.fresnocitycollege.edu/index.aspx?page=606●Fee deadlines: http://www.fresnocitycollege.edu/index.aspx?page=614●FCC Photo ID Card: pay at the FCC Business Office (Old Administration Building, room 151A) and take the receipt to the Student Activities Office located next to the Cafeteria.●If receiving Financial Aid, contact the Financial Aid Office at (559) 442-8245 for assistance. |

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| □ | **Step 10:**Get Your Textbook | ●Preview what textbooks are required at: <http://www.fresnocitycollege.edu/index.aspx?page=60>●Books can be purchased or rented from the Bookstore which is located across from the Cafeteria: <http://www.fresnocitycollege.edu/index.aspx?page=60> |

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| □ | **Step 11:**Attend Classes | ●Attend your classes on the first day of school; you may be dropped from your class if you fail to attend the first class meeting.●If you decide not to attend a class, it is your responsibility to drop the class by the published deadline. |

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| □ | **Step 12:**Ask for help! | ●If you have difficulties in class and/or questions regarding your Academic Accommodation Plan, contact your DSP&S counselor immediately! |

**For important dates visit:**

**http://www.fresnocitycollege.edu/index.aspx?page=2449**

**IMPORTANT: MUST COMPLETE!!**

**Activate your SCCCD Student Email:** [**www.scccd.edu/studentemail**](http://www.scccd.edu/studentemail)

**Username:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@my.scccd.edu**

 **Student ID#**

**Temporary Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **First Initial (Uppercase) + Last Initial (lowercase) + DOB (mmddyy)**

**New Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Must be 8 characters or more in length and include: upper case letters, lower case letters,**

 **Numbers, and may include special characters.**

**To reset your password go to:** [**www.scccd.edu/studentemail**](http://www.scccd.edu/studentemail) **for instructions. For other issues call (559) 499-6070.**

**Check your email at least once a week.**

**This is the only way the college communicates with you!!**

**Log on to WebAdvisor:** [**http://webadvisor.scccd.edu**](http://webadvisor.scccd.edu)

**User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Lastname\_scccd ID# (i.e. webadvisor\_0123456)**

**Temporary Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **6-digit birthdate (mmddyy)**

**New Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Must be 6-9 characters in length; include both letters and numbers.**

**Remember your login information. WebAdvisor allows you to register for classes, view your classes, view financial aid status, drop classes, view grades, change your major, and update contact information.**

**If you need additional assistance go to** [**http://webadvisor.scccd.edu**](http://webadvisor.scccd.edu) **and click on ‘WebAdvisor Overview and Login Instructions’ and/or ‘Registration Instructions’. You may also call 442-8240 for assistance.**

**PR001/forms/transitionsteps/3.8.16**