First semester students have “a better freshman experience” when they begin their education at Columbus State! The following checklist will help you complete the steps in the enrollment process.

- Apply for admission to Columbus State at [http://www.cscc.edu](http://www.cscc.edu). Click on the Admissions Tab, and then click on the Apply On-line link.

- Apply for financial aid by completing the FAFSA (Free Application for Federal Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). CSCC School Code – 006867. For more information, click on the Services for Students Tab and the Financial Aid Link at [www.cscc.edu](http://www.cscc.edu) or contact the Financial Aid Office in Rhodes Hall, lower level, 614/287-2648 or 614/287-5353.

- Submit your high school transcript or a copy of your GED to the Records and Registration Office, located on the upper level of Madison Hall, or mail them to: Records and Registration, 550 E. Spring Street, Columbus, OH 43215.

- Have any official transcripts from other colleges/universities sent to the Records and Registration Office at the address listed above.


- Complete the COMPASS placement test, located in Aquinas Hall, Room 002. For more information, click on this link: [http://www.cscc.edu/services/compass/](http://www.cscc.edu/services/compass/). To enter the aviation program, you must place into Math 1020 and English 1100.

- Contact the Aviation Office at 614-287-7100 or khill@cscc.edu to obtain your COMPASS test scores, receive advising, and set up an appointment to meet with an aviation faculty member for a tour.

- Schedule your classes (Contact the aviation office at 614-287-7100 to register for aviation courses).

- Register with Disability Services (if needed)-Eibling Hall 101, 614/287-2570 (Voice/TTY).

- Pay your fees- view the Web site at [http://www.cscc.edu/academics/calendar/](http://www.cscc.edu/academics/calendar/) for deadline dates and the various ways you can pay your fees.

- Aviation textbooks can be ordered online at: [http://www.cscc.edu/services/bookstore/](http://www.cscc.edu/services/bookstore/), [www.actechbooks.com](http://www.actechbooks.com), or [www.amazon.com](http://www.amazon.com). Contact the Aviation office for a listing of the books required. If you order the textbooks through the bookstore, they can be picked up at the Bolton Field facility the first week of the semester.

- Purchase a semester parking pass-upper level of Rhodes Hall. Public Safety rarely checks our parking lot, so you decide whether or not you want to take the risk of not having a parking pass.

- Obtain your Student ID card-Public Safety Office, Delaware Hall, Room 047. Your ID is not necessary for Bolton Field, but will be for downtown computer labs.

- Locate your classrooms (Aviation classes are held at The Bolton Field Facility-5355 Alkire Rd; Col. 43228)