New Student Checklist (Region 14)

If accepted into the Region 14 Program students must pay Region 14 a onetime \$500.00 program fee (\$100.00 is an application processing fee). **Students may not begin classes in this program until their \$600.00 is paid to Region 14**.

☑ Step One: Region 14 Packet of Information

- 1. Go to www.esc14.net
- 2. Mouse over "Alternative Certification Program" and click on ACP Home Page
- 3. Print and fill out all of the documents included on the application checklist
- 4. Fill out and mail in the required forms and payment (see Application Checklist)

 No Applications will be processed without the \$100 application fee being

 paid
- 5. Please turn in all paperwork and fees to Greg Pace. Also, speak with Greg Pace about payment plan options in regards to the \$500 program fee.
- 6. Please Mail Applications to:
 Region 14 Service Center South
 4300 S. Treadaway Blvd.
 Abilene, TX 79602
 or
 HAND DELIVER ONLY:

4300 S. Treadaway Blvd. Abilene, TX

☑ Step Two: Admissions Application

- Complete an Admissions Application on-line at www.cisco.edu
 - 1. Access the drop down menu at the top of the page on admissions
 - 2. Click on Application
 - 3. Complete the information and click on submit at the bottom of the page.
 - 4. Once it tells you your information has been stored you are finished with the admissions application.
- IMPORTANT next step: have high school transcript/GED and transcripts from <u>all</u> schools you have attended sent to admissions office at:

Cisco College Attn: Admissions Office 101 College Heights Cisco, Tx 76437

☑ Step Three: Financial Aid Application

- Complete the financial aid application online at www.fafsa.ed.gov
 - 1. For the 2014-2015 school year use your 2013 income tax.
 - 2. The school code on the financial aid form is 003553
 - 3. If something does not apply to you, place a zero in the box.

IMPORTANT although you may file for financial aid after July 1 for Fall and November 1 for Spring, you cannot be guaranteed that your financial aid will be in place at the time of registration. You must be prepared to pay either in full or arrange a payment plan for your tuition, fees, books, and supplies.

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Financial Aid Contact: toni.cullum@cisco.edu

☑ Step Four: How to Register

• A Cisco College representative (Amy Callan – 325-794-4421) will sign students up for classes. Students **must** fill out a reservation form in order to be enrolled in courses. You can receive an electronic reservation form by contacting Amy Callan at amy.callan@cisco.edu. It is recommended that students wait until their financial aid is awarded (See step 5) before students register for classes.

☑ Step Five: Payment/Business Office Questions

- You will be dropped from classes for non-payment!!!!!
- Students are responsible for filling out all additional online financial aid forms required by Cisco College (Forms are available online at www.cisco.edu) and/or coming to the Abilene Educational Center to meet with a financial aid representative if necessary.
- Save your financial aid. Your award must pay for courses and textbooks for the entire year (including summer courses).
 - **If you are expecting a Scholarship, Pell Grant, or Student Loan you may review your status using the following:

Determining if financial aid has been awarded: Under the Student Information drop down menu click Review Financial Aid

- Next, choose the appropriate year.
- You will then see an award amount or additional information that is required prior to being awarded.