



# STEPS OF ENROLLMENT AT CLARK STATE COLLEGE NEW STUDENT CHECKLIST

- ☐ **APPLY AND BE AUTOMATICALLY ACCEPTED**  
[www.clarkstate.edu/admissions/enroll-now](http://www.clarkstate.edu/admissions/enroll-now)

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- ☐ **APPLY FOR FINANCIAL AID**  
Learn the steps by going to [www.clarkstate.edu/financial-aid/](http://www.clarkstate.edu/financial-aid/).  
Apply at [studentaid.gov](http://studentaid.gov) | **Clark State Code: 004852**

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- ☐ **ACTIVATE YOUR CLARK STATE EMAIL**  
Follow the instructions in your acceptance letter for setting up your Clark State email account. All official email communication to students is sent to this account.

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- ☐ **TAKE THE PLACEMENT TEST**  
For details go to [www.clarkstate.edu/admissions/placement-testing](http://www.clarkstate.edu/admissions/placement-testing). Be sure to bring a valid ID.  
**or**
- ☐ **REQUEST YOUR PREVIOUS HIGH SCHOOL/COLLEGE OFFICIAL TRANSCRIPT**  
Official transcripts can be sent to Clark State in one of the following ways:
  - Electronically
  - By US mail to Clark State Admissions Office, P.O. Box 570, Springfield, OH 45501
  - Hand delivered in a sealed envelope to one of our Clark State locations

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- ☐ **ATTEND NEW STUDENT ORIENTATION**  
You can attend conveniently online anytime!  
[www.clarkstate.edu/admissions/new-student-orientation/](http://www.clarkstate.edu/admissions/new-student-orientation/)

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- ☐ **REGISTER FOR CLASSES WITH HELP FROM AN ADVISOR**  
Create your academic plan and determine classes. [www.clarkstate.edu/admissions/academic-advising/](http://www.clarkstate.edu/admissions/academic-advising/)

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- ☐ **PAY TUITION WITH FINANCIAL AID OR A PAYMENT PLAN**  
Pay online via Student Finance on the Clark State Portal. For other payment options visit:  
[www.clarkstate.edu/admissions/tuition-and-fees/payment-options/](http://www.clarkstate.edu/admissions/tuition-and-fees/payment-options/).

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- ☐ **GET YOUR STUDENT ID**  
Be sure to bring a valid ID.

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- ☐ **GET YOUR TEXTBOOKS**  
Order books online through the virtual bookstore. [www.clarkstate.edu/academics/ordering-textbooks](http://www.clarkstate.edu/academics/ordering-textbooks)

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- ☐ **GO TO CLASS!**  
Congratulations! You're a Clark State Eagle!



# WELCOME TO Clark State College!

## GETTING STARTED WITH US IS EASY

Going to college is a big step. Clark State team members and faculty know this and are always here to help...whether you are just starting college, coming back to school after working and/or raising a family, or still in high school.

## QUESTIONS? WE'RE HERE TO HELP!



### ADMISSIONS - SPRINGFIELD

*Sara T. Landess Technology and Learning Center*  
937.328.6028 | [admissions@clarkstate.edu](mailto:admissions@clarkstate.edu)

#### Accessibility Services

937.328.6019

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### ADMISSIONS - BELLEFONTAINE

*Ohio Hi-Point*  
937.599.7602 | [bellefontaine@clarkstate.edu](mailto:bellefontaine@clarkstate.edu)

#### Accessibility Services

937.328.6019

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### ADMISSIONS - BEAVERCREEK

*Greene Center*  
937.429.8819 | [greenecenter@clarkstate.edu](mailto:greenecenter@clarkstate.edu)

#### Accessibility Services

937.431.7155

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### ADMISSIONS - XENIA

*Xenia YMCA*  
937.431.7171 | [xenia@clarkstate.edu](mailto:xenia@clarkstate.edu)

#### Accessibility Services

937.431.7155

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### CAREER SERVICES

937.328.6468 | [careers@clarkstate.edu](mailto:careers@clarkstate.edu)