It’s Time to Enroll

At Prairie State College:
- Gain Skills
- Earn a Certificate
- Begin Your Bachelor’s Degree
- Pursue Professional and Continuing Education

Picture yourself at PSC!

Prairie State College
prairiestate.edu | (708) 709-3500
Start near. Go far.
It’s Time to Enroll

Start near with
• Small class sizes;
• Numerous transfer and career programs to choose from;
• Affordable in-district tuition rate;
• Non-credit classes/vocational certificate programs;
• And free adult education classes.

Go Far and
• Transfer to four year university of your choice;
• Get a job in a specialized field;
• Or get skills needed to advance your career or build your resume.

New Students for Credit Courses

Step 1. Apply
Complete an enrollment application online at prairiestate.edu/enroll, or complete an application and bring it to Enrollment Services. Allow three days for processing the online application.

Step 2. COMPASS Test or ACT scores
Students will need to take the COMPASS placement test for transfer programs and for correct placement in prerequisite courses, OR bring in your current ACT scores. The COMPASS test determines your placement in English, math, and reading. No appointment is necessary to take the test. Contact the testing center for times at (708) 709-3558, or visit prairiestate.edu/compass.

Step 3. Transcripts
Send your official high school transcripts to Enrollment Services. See page 6 for transcript instructions. *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 toward a degree or certificate.

Step 4. Advisor
Meet with an advisor to select courses and complete the registration form. No appointment is necessary.

Step 5. Register and pay
Register in person for courses in Enrollment Services and pay tuition and fees in the Business Office, online through e-Cashier, or have a PSC financial aid letter. See page 9 for payment options and financial aid information.
Transfer Students for Credit Courses

Step 1. Apply
Complete an enrollment application online at prairiestate.edu, or complete the attached application and bring it to Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. 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. See page 6 for transcript instructions.

Step 3. COMPASS Test, ACT scores, or college transcripts
Take the COMPASS Placement Test, or bring in ACT scores that are with the past five years, or present unofficial transcripts to your advisor for course placement. The COMPASS 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/compass. Unofficial transcripts can be used to determine a preliminary placement and determine the need for COMPASS testing.

Step 4. Advisor
Meet with an advisor to select courses and complete the registration form. No appointment is necessary.

Step 5. Register and pay
Register in person for courses in Enrollment Services and pay tuition and fees in the Business Office, online through e-Cashier, or have a PSC financial aid letter. See page 9 for payment options and financial aid information.

Guest Students for Credit Courses

Step 1. Apply
Complete a credit admissions application online at prairiestate.edu, or complete an application and bring it to 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 whether summer courses taken at PSC will transfer. Only your advisor 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 iTransfer website at http://itransfer.org/iai/others/twoplustwoarticulation.aspx.
- Additional course articulation information is available from u.select. Visit i.transfer.org/u.select.

Step 3. Register and pay
Complete registration form and enroll in courses. Bring your registration form to Enrollment Services upon completion. Tuition payments and fees are paid in the Business Office, or online using e-Cashier. See page 9 for payment options and financial aid information.

Step 4: Transcripts to home college
At the completion of course, request an official transcript to be sent to your home college. See page 6 for transcript instructions.

College transcripts, placement testing, or advising signatures are not required for “summer only” students.
Students with a Bachelor’s Degree or Higher

Step 1. Apply
Complete an enrollment application in person or online at prairiestate.edu. 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 person in Enrollment Services.

Step 4. Pay tuition and fees
Pay tuition and fees in the Business Office, online through e-Cashier, or have a PSC financial aid award letter.

Selective Enrollment Programs:
Several programs have selective enrollment procedures, including Nursing, Surgical Technology, Paramedicine, and Dental Hygiene. Call (708) 709-3516 for more information.
It’s Time to Enroll

Personal and Professional

Non-Credit Classes/Vocational Certificate Programs

Step 1. Review and choose classes
Review and choose non-credit class schedule online at prairiestate.edu or request a copy by calling (708) 709-3750.

Step 2. Register
1. Register online through WebAdvisor by following the Instant Enrollment instructions.
   • If you have a WebAdvisor username and password, please log in before registering.
   • If you are a new student, you will need to fill out the Personal Identification screen to create an account. Your username and password will be emailed to you upon registration.
2. Register in person at the Registration Office on the Main Campus or the Matteson Area Center on weekdays. (Please note that only credit and debit card payments are accepted at the Matteson Area Center).
3. Register by phone by calling (708) 709-3516 or (708) 709-3750. Please have your credit or debit card information ready.
4. Register by mail by completing the registration form at the back of the non-credit schedule. Send payment with completed registration form to Prairie State College, Office of Enrollment Services, 202 South Halsted Street, Chicago Heights, IL 60411. Checks should be made payable to Prairie State College. Driver’s license number and phone number must be included on check.

Step 3. Payment
Pay tuition and fees. Payment is due in full at time of registration. Paying by cash or check, Visa, MasterCard, or Discover? Visit the Business Office to pay tuition.
Note: Make checks payable to Prairie State College. Driver’s license or State ID and a phone number is required for all checks. Prefer to pay at the Matteson Area Center? Only credit and debit cards are accepted for payment there.
How to Obtain Your Official Transcript from PSC:

Upon request, the Enrollment Services Office issues transcripts to students and former students, provided the student’s account is not encumbered (such as unpaid tuition, fees, fines, or financial aid repayment). There is a $3 fee per copy. It typically takes about three to five business days to process a transcript request. Additional time should be allowed for mailing, so please plan ahead. To request a transcript, download the transcript request form http://prairiestate.edu/Assets/Global/admissions/formfiles/transcript.pdf.

For more information, contact Enrollment Services at (708) 709-3516.

*Official transcripts are not required for enrollment at PSC. It is recommended that official transcripts to received and evaluated as soon as possible to ensure adequate advising and progress towards a degree or certificate.
It’s Time to Enroll
Free Adult Education Classes

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

PSC 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. Students who are 16 and 17 years old must provide documentation providing formal withdrawal from high school. Classes are available during the day and evening. 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®)**

PSC 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.

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**English as a Second Language (ESL)**

PSC 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.

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**Adult Literacy Institute**

The PSC Adult Literacy Institute 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 to Pay for College:

Fall 2015 Tuition Rates
Tuition Rates and Fees Effective Fall 2015
Passed by the Board of Trustees on March 21, 2015
(subject to change without notice)

In-District Residents and Employees of
In-District Companies
$121 tuition + $22 fee = $143 per credit hour

Out-of-District Residents
$303 tuition + $22 fee = $325 per credit hour

Out-of-State/International Students
$363 tuition + $22 fee = $385 per credit hour

Nursing, Dental Hygiene, and Surgical Technology
students also have a $50 credit hour surcharge.

Steps for Applying for Financial Aid
Please note: The financial aid process can take up to 30 days.

Step 1. Complete the Free Application for Federal Student Aid (FAFSA).
The school code for PSC is 001640.
Apply online at fafsa.gov. Note: The previous year’s federal income tax return is needed to complete the FAFSA. Students can link to the IRS website 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.

The FAFSA form is available at http://federalstudentaid.ed.gov/fafsa/fafsa_options.html. Complete the form and mail it in for processing. Or call (800) 433-3243 or (319) 337-5665 to request a form. The hearing impaired should call (800) 730-8913. Using the non-electronic version of the FAFSA adds additional time to the process.

Step 2. Notification from Department of Education
If PSC’s school code is listed in your FAFSA, the college will receive your report in about 14 days. If you completed a paper FAFSA, the notification takes longer.

Step 3. Notification from PSC
Once PSC receives your FAFSA from the Department of Education, a letter will be mailed indicating the documents needed to complete your financial aid file.

Step 4. Complete PSC financial aid application
The application is available at http://prairiestate.edu/finaid/finaidapp11-12.pdf.

Step 5. Determination Letter
Once all documents are submitted to the Financial Aid Office, an award or ineligible letter is sent. Continuing students also can view the award letter in the student’s WebAdvisor account.
Financial Aid Process

How to Pay for College:

Prairie State College Foundation Scholarships

Step 1. Register for classes
Foundation awards are not to hold a class. They are for partial costs, pending available funds.

Step 2. File a FAFSA
The Foundation may be able to assist even if you do not qualify for financial aid. Every applicant must have filed FAFSA.

Step 3. Complete a Foundation scholarship application.
Available online at prairiestate.edu/foundation

Step 4. Return form
Return completed application to the Financial Aid Office.

Ways to pay for college:

Financial aid
Financial aid is made up of funds provided to students to help pay for educational expenses. It includes grants, scholarships, work-study opportunities, and student loans. To learn more, go to prairiestate.edu/apply-reg-pay/financial-aid/index

Grants
Federal and state grants are need bases and not repaid. The amount depends on the student’s financial need, costs to attend college, and enrollment status.

Scholarships
There are many opportunities for students to receive scholarships at PSC, including the PSC Foundation. Scholarships awarded to students are not repaid.

Work-Study at PSC
Work-study provides funds that are earned through part-time employment at the college in order to assist students in financing the cost of their education.

Students loans
Direct loans are low-interest loans for students and parents to help pay for college. The loan must be repaid with interest and should be carefully considered.

Payment plans
PSC has a payment plan option for students who would like to pay for tuition and fees over the course of the semester. (FEE?)
Financial Aid Process

Aid for Veterans
PSC offers assistance to veteran students. For more information about veteran benefits, please contact vetcenter@prairiestate.edu or call (708)709-3567.

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.

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/F103_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/F103_E_IVG.pdf. For more information, call (800) 899-4722.

Veterans who are not sure what benefits they qualify for should contact the student veterans center coordinator at (708) 709-3567 or vetcenter@prairiestate.edu.
College Resources

Enrollment Services (Room 1160):
• Apply for admission
• Print a schedule
• Add or drop a class
• Change address
• Order transcript*

Business Office (Room 1110):
• Pay tuition bill
• Ask billing and payment questions

Police and Campus Safety (Room 1101):
• Get parking sticker
• Get student ID**

Counseling and Advising (Room 1190):
• Speak with an advisor
• Get COMPASS scores

Testing Services (Room 2505):
• Take COMPASS Placement Test

Financial Aid (Room 1359):
• Review my financial aid award

Student Veterans Center (Room 1240):
• Explore veterans benefits

Barnes and Noble Bookstore (Room 1120):
• 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.