Allen
COMMUNITY COLLEGE

Allen Community College High School Student Checklist

Applying to Allen Community College

- ☐ Application for Admissions – Complete the online application for admissions
- ☐ If needed (test scores required for English, Math, Science and Certified Nurses Aide courses) submit ACT/SAT scores or complete the ACCUPLACER test. You can take the ACCUPLACER test for free at either campus

Enrollment

- ☐ Contact your high school counselor or dual credit coordinator to discuss course selection
- ☐ Your high school counselor or coordinator will work with a representative from Allen to enroll you prior to the start of each semester

Paying For Classes (If not covered by the Career and Technical Education Program)

- ☐ To determine how much you owe, follow these steps:
  - o Go to **https://my.allencc.edu**
  - o Login (your username is your student ID number and the password is the first four letters of your last name and the last four numbers of you social security number (ie: smit1234). >>Finance Tab>>Course and Fee Statement
- ☐ Your balance may be paid upon enrollment. **The full balance is due by the set due date. Students who have not paid or made payment arrangements will be withdrawn.**
- ☐ You may pay for your courses by:
  - o Paying online by going to this secure link: **https://allencc.securepayments.cardpointe.com/pay**
  - o Paying by phone by calling either 620-901-6295 or 785-654-8705
  - o Paying in person by visiting the Business Office during office hours at either Campus
  - o Paying by Mail

    Allen Community College
    Attn: Business Office
    1801 N. Cottonwood St.
    Iola, KS 66749

    Allen Community College
    Attn: Business Office
    PO Box 66
    Burlingame, KS 66413

  - o Payment Plan: **www.my.allencc.edu** >> Finance Tab >>Nelnet Payment Plan
- ☐ Scholarship Application – Complete this application for institutional academic scholarships. You must be enrolled in 12 credit hours at the start of the semester to be eligible. Academic scholarship eligibility is based off of your GPA. **https://my.allencc.edu/forms/ScholApp.aspx**

Requesting Textbooks: Payment must be made, if required, before book is mailed *(some CTE courses have no fee)*. If you have not received your book by the first day of class contact the Allen bookstore at: **bookstore@allencc.edu, Iola Campus: 620.901.6296 or the Burlingame Campus: 785.654.8708**

- ☐ You may request your textbooks by:
  - o Having them shipped to your home: complete the online textbook order form (***it is recommended you complete this form at least three weeks prior to the start of the course)***: **https://my.allencc.edu/BookReq.aspx**
  - o Picking them up in person at either campus during regular business hours

Allen Community College is committed to a policy of nondiscrimination on the basis of race, color, sex, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allencc.edu, www.allencc.edu