



CHECKLIST FOR FIRST TIME COLLEGE STUDENTS

Picture ID required at all Departments

1. ___ Complete Application for Admission at <https://apply.collin.edu>. Please note application deadlines and other important information. http://www.collin.edu/gettingstarted/admissions/online_app.html
2. ___ Campus Wide ID (CWID), CougarWeb username and password are emailed.
3. ___ Login to CougarWeb to view holds and class schedule.
*To view holds go to Student Tab, Mandatory Training and Hold Information, View Holds.
(For more information about holds click on Hold Information & Resolution Guide)*
4. ___ Official high school transcript with graduation date or official GED. Bring to Admissions & Records Office or mail to:

Admissions & Records
PO Box 8001
McKinney, TX 75069-8001
5. ___ If under 22 years of age, submit proof of having the bacterial meningitis vaccine at least 10 days prior to the start of the term per vaccine state law. Please note: Vaccines expire after five years. If your vaccine is over five years old, you will need to get a booster.

Hand delivery to any on-campus Admissions and Records office, fax to 972.548.6702 or scan your document and send it to admissions@collin.edu. Please be sure your forms include your full name, date of birth and/or Collin College ID number.
6. ___ Texas Success Initiative (TSI) documentation required – exemption, scores or completion. If not complete may need to assess. TSI-Assessment, Reading, Writing and Math. <http://www.collin.edu/studentresources/testing/availabletesting/tsi.html>. You will be required to complete a mandatory pre-assessment activity before you can assess.
7. ___ Visit with Academic Advising for TSI assessment scores review, degree plan, class information, etc..
8. ___ Mandatory Orientation. For more information go to <http://collin.edu/orientation> (First Time College Students)
9. ___ Use the CougarWeb (on-line) registration system for registration. <http://cougarweb.collin.edu>



CHECKLIST FOR NEW OR RETURNING TRANSFER STUDENTS

Picture ID required at all Departments

1. ___ Complete Application for Admission at <https://apply.collin.edu>. Student will need to re-apply if they have not attended within the past year. Please note application deadlines and other important information: http://www.collin.edu/gettingstarted/admissions/online_app.html
2. ___ Campus Wide ID (CWID), CougarWeb username and password are emailed.
3. ___ Login to CougarWeb to view holds and class schedule.
*To view holds go to Student Tab, Mandatory Training and Hold Information, View Holds.
 (For more information about holds click on Hold Information & Resolution Guide)*
4. ___ Official transcripts from all colleges and universities enrolled/attended. Transcripts can also be sent electronically to transcripts@collin.edu from college to college.
5. ___ If under 22 years of age, submit proof of having the bacterial meningitis vaccine at least 10 days prior to the start of the term per vaccine state law. Please note: Vaccines expire after five years. If your vaccine is over five years old, you will need to get a booster. Please be sure your forms include your full name, date of birth and/or Collin College ID number and identification of provider.

Hand delivery to any on-campus Admissions and Records office, fax to 972.548.6702 or scan your document and send it to: admissions@collin.edu.

6. ___ Texas Success Initiative (TSI) documentation required – exemption, scores or completion. If not complete may need to access. You will be required to complete a mandatory pre-assessment activity before you can assess.

<http://www.collin.edu/studentresources/testing/availabletesting/tsi.html>

7. ___ Visit with Academic Advising for degree plan, transfer credits, TSI assessment scores review, etc..
8. ___ Use the CougarWeb registration (on-line) system for registration. <http://cougarweb.collin.edu>