# CONNORS STATE COLLEGE

# FIRST TIME FRESHMEN

## Registration Checklist

### ☐ Apply for Admissions

Complete the online application for admission to Connors State. You can find the application at connorsstate.edu by clicking the Apply Online icon.

### ☐ Submit All Supporting Documentation

In order to finalize your admission to Connors State, please submit the following documents:

- **Official High School Transcript** with graduation date
- **ACT/SAT Scores**
- **Any College Transcripts** if you participated in Concurrent Enrollment / Dual Credit outside of Connors State
- **Immunization Records**

### ☐ Setup your C-Key

Once you receive your acceptance letter, you will need to setup your C-Key. This step is critical for accessing all systems and resources at Connors State. Please remember your username, password, and email address. You will use your username/email and password combination to access a number of systems which can be accessed through your Student Portal:

- **Canvas** (Access to your course information and content.)
- **Email** (This is your primary source of communication. Check daily!)
- **Student Self-Service** (Access to your schedule, grades, etc.)
- **Software Distribution Cente**r (FREE software for students!)
- **Online Billing** (Access your student billing account.)

### ☐ Request Advisement & Register for Courses

Complete the Academic Advisement Request at https://connorsstate.edu/aar/rar to schedule your academic advisement appointment. At your appointment, visit with your advisor and register for your Connors State courses.

***If you have any questions or concerns, email us at cscadmissions@connorsstate.edu.***