

Registration Steps for New Students:

Step 1: Application

Complete an Application for Admission which may be obtained from the Admissions/Student Services office or via online at www.pccua.edu.

Step 2: Documents

Submit an **OFFICIAL** high school transcript with graduation date, GED, and/or college transcript(s). Provide proof of two MMR vaccines. This requirement is mandatory for those students born after January 1, 1957 who plan to enroll for full-time course work.

Step 3: Financial Aid

Students applying for financial aid may contact (DeWitt) Toni Carter (870) 946-3506 ext. 1607; (Helena) Barbra Stevenson (870) 338-6474 ext. 1160; (Stuttgart) Kena Henderson (870) 673-4201 ext. 1822. Students may also apply online at www.fafsa.ed.gov/.

Step 4: Scores/Placement Test

Take placement tests. Students enrolling must submit ACT scores (19 or above in English/Math/Reading) or take the ACCUPLACER placement exam administered at PCCUA. Appointments may be made with (DeWitt) Ronda Golden at (870) 946-3506 ext. 1602; (Helena) Vickie Gregory at (870) 338-6474 ext. 1134; (Stuttgart) Sonya Allen-Jenkins (870) 673-4201 ext. 1828.

Step 5: Advisor

Meet with an advisor in your field of study to register for classes. The advisor list for each program of study is listed at <https://www.pccua.edu/admissions-financial-aid/advisors/>

Step 6: Student ID/Parking Pass

Stop by any campus Business office to obtain a student parking permit and ID.

Step 7: Business Office

Stop by any campus business office to set up payment arrangements. **Students must complete this step to get books for their classes.**

Step 8: Bookstore

Take proof of payment arrangement to book store in order to receive books.