

Student Referral Checklist

Admissions / Enrollment Services - 2nd Floor

- Apply to the college and submit all documents needed
 - proof of HS/GED completion
 - immunization record
 - Official sealed transcripts from your previous college(s)
- Register for classes using the registration form
- Reset your NetID password
- Change your major
- Change your Contact or Name Information
- Apply for Graduation

Computer Kiosk *or* Room 218 Comp.Lab

- Check the Status of your Financial Aid
- Complete the Title IV authorization on my-Commnet allowing the bookstore to access your financial aid funds.
- Register for classes
- Print your schedule

Financial Aid - 2nd Floor

- Submit verification documents (signed 1040)
- Clarify confusion regarding financial aid award
- Get information regarding Work-Study eligibility and availability

Welcome Center - 2nd Floor

- Pick up an intake packet to learn how to get started at Capital
- Sign up for and get information about New Student Orientation
- Learn about College Bridge programs to help you transition into college

Business Office - 2nd Floor

- Pay your Application fee of \$20
- Pay for classes or set up a payment plan
- Pick up your bus pass with student photo ID

Photo ID Room - Room 714

- Must bring a copy of your detail schedule to take student photo ID

Bookstore - 7th Floor

- Must have a copy of your Detail schedule to pick up your books
- Must have student photo ID to charge to your financial aid account

Student Activities - Room 707

- Learn about Student Clubs and Organizations