

## **Checklist for New/Transfer Students to LCSC- Cd'A**

### Application for admission; [www.lcsc.edu/admissions/forms.htm](http://www.lcsc.edu/admissions/forms.htm)

- Submit to business office with \$35 non-refundable application fee or mail form with payment directly to:  
LCSC Admissions  
500 8<sup>th</sup> Ave  
Lewiston, ID 83501
- Send requests for official transcripts to previously attended Colleges/Universities. Transcripts must be received by LCSC before admission can be completed.
- Review website [www.lcsc.edu/Transfer/Transformation/htm](http://www.lcsc.edu/Transfer/Transformation/htm).
- Letter of acceptance must be received and PIF (program information form) processed by advisor before registering for classes.
- Complete admissions by March 1 to receive priority status for financial aid awards. You may check your status in your online account in WarriorWeb.

### Financial Aid Application:

- Get a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov)
- After January 1, file Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Enter LCSC institution code #001621.
- FAFSA information must be submitted by March 1 to receive priority review.
- For information on further LCSC Scholarships please check [www.lcsc.edu/financialaid/scholarships.htm](http://www.lcsc.edu/financialaid/scholarships.htm).
- Review SAR (student aid report) and make necessary corrections.
- Return all requested support materials to Financial Aid Office.
- Upon receipt of your award letter, sign and return to LCSC, with attached Conditions of Award document.
- LC/NIC students must also submit a Concurrent Enrollment form.(see below)

### Registering for classes:

- After receiving your acceptance letter, and reviewing website [www.lcsc.edu/cda/Transfer/Transer-mation/htm](http://www.lcsc.edu/cda/Transfer/Transer-mation/htm), contact your advisor to discuss program plan and complete the Program Information form (PIF).
- Check Warrior Web closed class list to make sure that your classes are still available (no password required).
- New students can register the day after pre-registration is completed by currently enrolled students.
- “Conditions of Registration” must be completed at registration before your course schedule will be confirmed.

- Students with 8 credits or more will be required to purchase student health insurance or provide proof of existing coverage in WarriorWeb.
- Registering for class will generate a bill for tuition and fees. Additional fee information can be found at the Controller's Webpage.  
[www.lcsc.edu/controllersoffice/tuition-fees.htm](http://www.lcsc.edu/controllersoffice/tuition-fees.htm)
- Tuition and fees are due by the first Friday of the first week of each semester. Late fees will incur beginning the following Monday.

Concurrently enrolled students: Students attending both institutions

- After registering for classes at North Idaho College, be sure to submit a concurrent enrollment form to NIC Registrar's office. Forms can be obtained at both NIC Registrar's Office and the LCSC Business Office in Coeur d'Alene. Or on the website at  
[www.lcsc.edu/cda/concurrent\\_enrollment\\_form.pdf](http://www.lcsc.edu/cda/concurrent_enrollment_form.pdf).
- This form is forwarded to LCSC Financial Aid office to verify your total enrollment status.
- Students are required to pay NIC in full for their registered courses in advance of claiming any financial aid check at LCSC and provide proof that those fees are paid. For further information please contact the Business Office at 666-6707.

Finally: Log in and check your LCmail account regularly to find announcements and important information.