



9 Easy Steps to enrolling at Somerset Community College.

1. Complete and submit the Somerset Community College application for admission. Enrollment paperwork (with the exception of the FAFSA) may be submitted to the Office of Admissions, Room 101, Harold Rogers Student Commons Building or Laurel Campus Admissions Office. There is no application fee or application deadline; however, applying early allows us more time to serve you. The application can be downloaded from our website or you can apply online 24 hours a day at www.somerset.kctcs.edu. (There is a \$5.00 processing fee required for online application.)

Please note: Students with disabilities who desire academic accommodations must contact the Disability Services Coordinator, Mary Petrey, Somerset Campus. (606) 679-8501 ext. 16706 or toll free 877-629-9722.

Visiting students are required to submit a letter from their home college stating eligibility to return to that institution. Please see the application for admission for instructions on applying as a visiting student.

If you are a *veteran*, please contact Veronica DeBord in Financial Aid (606) 679-8501 ext. 16647 to make arrangements for veterans educational benefits.

2. Decide on a program of study and when you want to begin classes. Indicate this information on the admissions application. If you need assistance with choosing a program of study, contact a counselor or advisor at the campus you plan to attend. All admissions documents should be submitted to the Admissions Office.

3. Request your official high school transcript or GED scores. To request high school transcripts, call your high school and ask them to send an official copy to: Office of Admissions, 808 Monticello Street, Somerset, KY 42501 or Laurel Campus North, 100 University Drive; London, KY 40741.

4. If you have attended college before, request official college (or military) transcripts from any/all colleges you have attended. To request your college transcripts, contact the records office of each previous college and ask them to send an official copy to: Office of Admissions, 808 Monticello Street, Somerset, KY 42501 or Laurel Campus North, 100 University Drive; London, KY 40741.

Please note: If you have attended a KCTCS college previously, you do not need to submit transcripts from that KCTCS college.

Army transcripts are available online at <https://aartstranscript.leavenworth.army.mil/> or call (866) 297-4427. Navy and Marine transcripts can be requested at <https://smart.cnet.navy.mil>.

5. Submit official ACT scores or COMPASS test results. If you have not taken the ACT or COMPASS, contact the Assessment Center. If applying at Somerset call (606) 679-8501 and ask for the Assessment Center. If applying for the Laurel Campus call (606) 877-1421 and ask for the Assessment Center for the Laurel Campus.

6. Determine how you will pay your tuition.

Federal financial aid – Apply for federal financial aid, which includes federal and state grants, and work-study, by filling out the FAFSA. Mail the FAFSA using the envelope provided inside the form. This should be done as soon as possible in order to ensure enough time for processing. Students may also fill out the on-line version for faster processing. Go to www.fafsa.ed.gov. To have your results sent to SCC, please enter 001997 where indicated on the FAFSA.

Payment Plan – KCTCS offers an interest free monthly payment plan; the FACTS Plan. Please contact the Business Office at (606) 679-8501 ext. 16616 for more information.

Scholarships – Please contact the Financial Aid Office for information on scholarships offered by Somerset Community College.

Other – The College accepts most forms of payment such as cash, check, or credit card. For information on billing, please contact the Business Office. (606) 679-8501.

Tuition cost for the 2007-2008 academic year: \$115 per credit hour

Once your admissions packet is complete, the College will contact you concerning the following steps:

7. Register for New Student Orientation. Invitations will be sent to each applicant at the appropriate time before the beginning of each new term. Upon receipt of your invitation, please call the SCC Counseling Center in Somerset at (606) 679-8501 ext. 16652 or SCC Laurel North Campus at (606) 877-1421 ext. 14732 to schedule your date.

8. Attend New Student Orientation. Registration for classes and student success strategies will be included in the New Student Orientation Program.

9. Stay connected with your advisor or counselor. You will be assigned an academic advisor. Students who regularly visit their advisors are more successful in college. If you have any questions regarding enrollment, please contact us.

We look forward to serving you!

Toll Free: (877) 629-9722 or visit www.somerset.kctcs.edu

Somerset Community College
Federal School Code: 001997

