

## Checklist for Advocates for a Community College Education (ACCE)

### 2023 Scholarship Recipients

#### May/June

- Free Application for Federal Aid (FAFSA)** is not required by Cape Cod Community College (4Cs) or by ACCE but could save you thousands of dollars. If you are interested, it can be completed online at FAFSA.gov or [FinAid@capecod.edu](mailto:FinAid@capecod.edu). If you have questions, you can reach out to 4Cs Financial Aid Office at [www.capecod.edu/financialaid](http://www.capecod.edu/financialaid), 774 330 4393 or [finaid@capecodedu](mailto:finaid@capecodedu)
  
- Submit your official High School transcript to 4Cs**  
Send a copy of your electronic transcripts to [admissions@capecod.edu](mailto:admissions@capecod.edu) or send a hard copy by mail to: Admissions Office, Cape Cod Community College, 2240 Iyannough Rd., West Barnstable, MA 02668
  
- Take your English and Math Placement Tests**  
Students with a high school GPA below a 2.7 or students enrolled in a STEM program are required to take the Readiness Assessment. Go to the Student Readiness page on the 4Cs website at <https://capecod.edu/studentreadiness> to schedule a date for your test.

#### June (not sequential)

- Review and sign the ACCE Mentoring Agreement**
  
- Accept your ACCE scholarship.** You will receive an email from the Cape Cod Foundation (CCF) with instructions and a link to sign your scholarship acceptance. If you haven't received the email by June 20 contact MaryBeth Burwood at [MBurwood@capecodfoundation.org](mailto:MBurwood@capecodfoundation.org). You will only have to do this for your first semester; following semesters will occur automatically.
  
- Schedule time and meet with your 4C's Academic Advisor**  
[www.capecod.edu/advising](http://www.capecod.edu/advising) 774 330-4318
  
- Register for your classes** by going to <https://www.capecod.edu/register/>
  
- Set up your My 4C's College accounts**  
Get familiar with MY 4Cs login. This is where you can check your email, view your bill and see your class schedule. At the top of the home page at [www.capecod.edu/](http://www.capecod.edu/) click the My4C's link. Log in for the first time using your 4C's email and password. If you have trouble

logging in contact the Help Desk at 774 330-4004.

**Activate your ACCE scholarship**

After you have registered for classes, you will receive a copy of your schedule and your invoice in your 4C's email. Save both of these documents as PDF files (not screenshots) and email the two documents as attachments to Edie Graf at [ediegraf77@gmail.com](mailto:ediegraf77@gmail.com). IMPORTANT: This is necessary for your scholarship to be processed and should be done as soon as you receive the documents in your email to avoid a delay in receiving your scholarship.

*Note: If you are an ACCE student returning for another semester, you need to email a copy of your last semester grades report to Edie Graf and to your mentor(s).*

**Complete your Immunization Form and submit it** to 4C's Immunization Office, First Floor, Nickerson Building. The form can be found at: <https://capecod.edu/immunization/>

**Review health insurance policies**

If you are taking more than 9 credits, you are required to have an active insurance policy. Contact [studentaccounts@capecod.edu](mailto:studentaccounts@capecod.edu) for more information.

*Note: If you are covered under your parents' health care policy, you don't need the college policy and need to file a waiver form with 4Cs. The waiver form can be found at [www.capecod.edu/insurance/](http://www.capecod.edu/insurance/)*

**Register for 4Cs New Student Orientation** at [www.capecod.edu/orientation](http://www.capecod.edu/orientation). The orientation will take place on August 31 from 9:00 am to 3:30 pm.

## August

**Purchase your textbooks** [www.bkstr.com/capecodccstore](http://www.bkstr.com/capecodccstore). Enter your student ID number under the "Textbooks" section. After registering, you can view all of your course materials just by entering your student ID. Or bring your class schedule to the College Bookstore in Grossman Commons and they will help you get the books you need.

**Participate in the 4Cs New Student Orientation.**

**Visit the Wellness Center** to know where it is, to meet the staff and become familiar with the resources and support they offer.