



YORK COUNTY COMMUNITY COLLEGE

Admissions Checklist

Students who are looking to enroll into a certificate/degree through YCCC should apply to YCCC for admission, using the following checklist, as a guide.

Fill out the online application

- Click [here](#) to complete the **online application**.

Your college transcript is a legal document. Be sure to apply, using your legal name.

Submit transcripts and test scores to admissions@yccc.edu

- **Request that all of your official transcripts be sent to the Admissions Office.**

This includes high school transcripts/copy of GED or HS Diploma, as well as any post-secondary work. We need these to get you fully accepted, transfer in credits you have already taken, and waive prerequisites.

Official electronic copies can be sent to: admissions@yccc.edu

- **Request any test scores or Prior Learning Credits to be evaluated.**

This includes AP, SAT, CLEP, military credits, etc. Please send to the same address as listed above. For more information on Prior Learning Credits, please click [here](#).

Provide Immunization Records

- **Send in your completed [Immunization Form](#).**

The state of Maine requires verification of two doses of MMR (Measles, Mumps, and Rubella) as well as a current Tdap (Tetanus/Diphtheria/Pertussis) vaccine. Please have your physician complete the form **OR** forward copies of your records to:

Email: enrollmentservices@yccc.edu

Fax: (207) 641-0837

For questions regarding immunization requirements, or how to locate your records, click [here](#).

Complete Financial Aid Information/Setup Billing with Business Office

➤ **Complete your FAFSA and submit financial aid documents.**

If you are planning to use financial aid, you must complete a FAFSA using YCCC school code **031229** as well as any additional documentation they request.

For more information on Financial Aid, please click [here](#).

➤ **Pay your bill or setup a payment plan with the Business Office.**

To view a copy of and pay your bill, please log in to your [MyYCCC](#) account.

Please contact the Business Office to notify them of outside scholarships, third-party billing, or to setup a [payment plan](#).

For more information on billing, please click [here](#).

➤ **Apply for scholarships!**

For more information on scholarships, click [here](#).

Registering for Classes

➤ **Setup your Registration appointment**

You will make an appointment to meet with your Success Coach to assist you with registering for courses.

The **Admissions Staff** will email you a link. If you need the link re-sent, email admissions@yccc.edu

Here's what to expect at your appointment:

- Overview of program outline and required courses.
- Register for courses
- Learn how to login to your student accounts
- Learn where to locate your required textbooks and course materials
- Learn who your Faculty Advisor is
- Registering for New Student Orientation
- Learn how to get a student ID badge
- Learn all about the wonderful resources available to students including the Student Success Commons, Student Clubs and Activities, etc.