

Office of Admissions
201 East Kirby
Detroit, MI 48202

collegeforcreativestudies.edu
313.664.7425 | 800.952.2787
admissions@collegeforcreativestudies.edu

Join the class of 2021 at facebook.com/groups/CCS2021



2017-2018 NEW STUDENT CHECKLIST.

OFFICE OF ADMISSIONS
313.664.7425

This checklist is designed to help all incoming students make sure they submit all required paperwork and forms to the right place, and on time. Pay special attention to items with specific deadlines. If you have questions, refer to the phone directory at the end of the checklist.

Apply for Campus Housing

Be sure to follow all the steps. The housing application process requires several steps, including making payments and completing the online application form.

1. Make your payments to CCS:

\$250	Enrollment Deposit
\$200	Housing Deposit <i>(only required of students new to housing)</i>
\$300	First Housing Payment
\$750	Total Payments to CCS

Pay Online

<https://collegeforcreativestudies.afford.com/PPT/MakeAPayment>
 – Go to Make a One-time Payment
 – Select Fall 2017 Incoming Students from drop-down list

2. Complete the housing application online.

Sign up/create an account and complete all sections, including:
 Housing Period
 Room and Roommates
 Application
 Contract
 \$20 Payment to RoomChoice.com
 Profile

Complete the application at <https://ccshousing.roomchoice.com/home>

Housing assignments are made on a first-come, first-served basis.

Attend our Family Orientation on Sunday, August 27, at 3 p.m. Families are encouraged to attend. For more information and to R.S.V.P., please go to the Parents section of collegeforcreativestudies.edu.

Incoming Student Orientation is mandatory on Tuesday and Wednesday, August 29 – 30, from 9 a.m. – 5 p.m. Put it on your calendar.

Required Laptop Program

The following departments have a personal laptop computer requirement for incoming students in the 2017–2018 academic year:
 Advertising: Copywriting
 Advertising: Design
 Communication Design

Other CCS departments do not have a requirement at this time; inquire with your department for technology recommendations specific to your major.

Check our website for Laptop Requirement details under Student Resources/Supplies & Technology.

Apply for Financial Aid by March 1

The Office of Financial Aid highly encourages all admitted and deposited students to complete the FAFSA application. To ensure you receive full consideration for all available funds, you should apply between January 1 – March 1, 2017 (Fall 2017 start), or October 1 – November 1, 2017 (Winter 2018 start). Admitted students who are U.S. citizens or permanent residents, please follow the instructions below:

1. Complete the FAFSA online at www.fafsa.ed.gov. CCS's Federal School Code is 006771. Filing early (October – March) ensures maximum eligibility.

2. Call us at 313.664.7425 with your Social Security Number. This is the only way we can connect you to your FAFSA submission.

3. Review, sign and return a copy of your Financial Aid Notification letter. Contact the Office of Financial Aid with any questions at 313.664.7495 or finaid@collegeforcreativestudies.edu.

If you submit your FAFSA between October-December, you will get your Financial Aid Notification letter in early February. If you file the FAFSA after December, your notification letter will go out within four to six weeks of our receipt of your FAFSA application submission.

If you accept Stafford Loans included on your Financial Aid Notification letter, you must complete the Stafford Loan Master Promissory Note and loan entrance counseling (instructions will be included with your letter).

If you need additional funds, review the Financial Aid section of our website for information on supplemental loan programs.

CCS strongly recommends you have all necessary financing secured before the first day of classes.

Send Us Your Final Transcript(s)

Send the following to the Academic Advising and Registration Office:

- Official final transcript from high school. Your official final high school transcript(s) must show your date of graduation. This is mandatory** and should be done as soon as possible after completion of all courses so proper credit can be applied toward your student record.
- Official final transcript(s) from all colleges/universities attended.**
- AP or IB Test Score Transcripts** for Advanced Placement (AP) and/or International Baccalaureate (IB) placement tests.

Official final transcripts and AP test scores should be sent to the following address:
 College for Creative Studies
 Attn: Registration Specialist
 201 East Kirby
 Detroit, MI 48202

Confirm Your Class Schedule

In mid-April, watch for a letter and email from the Office of Academic Advising and Registration. It will have your class schedule and instructions on how to confirm it and to complete New Student Check-In using your CCS Username and Password, and CCS Email.

- Go to CCS Blackboard: bb.collegeforcreativestudies.edu.
- Confirm your class schedule using the CCS Login ID and Password and instructions included in your packet.
- Schedule the required English Placement Exercise (EPE), if required.
- Complete the online New Student Check-In.
- Register for Orientation.
- Call Academic Advising and Registration at 313.664.7672 to update your contact information. We need to have your new mailing address and phone number on file.
- Check out the Academic Calendar on Blackboard.

Plan to Attend Student Orientation

All students should plan to attend New Student Orientation and Welcome Week activities. All international students are also required to attend on the dates below.

Be sure you register for Orientation when you complete New Student Check-In.

FALL 2017

International Student Move-In: August 19 – 20, 2017
 International Student Orientation: August 21 – 25, 2017
 Family Orientation: August 27, 2017
 New Student Move-In: August 27, 2017
 New Student Orientation: August 29 – 30, 2017
 Welcome Week: September 1 – 5, 2017

WINTER 2018*

New Student Move-In: January 3, 2018
 New Student Orientation: January 5, 2018
 *Winter dates will be confirmed upon payment of your Enrollment Deposit.

Connect with the Student Success Center

Incoming students with disabilities should contact the Student Success Center once you have confirmed your class schedule, and before classes start: ssc@collegeforcreativestudies.edu or 313.664.7680.

- Students should provide any current documentation that will assist in determining accommodations.
- Arrange an appointment by calling Katherine Naini at 313.664.7858.

Questions?

These following offices are responsible for assisting new students and families:

ACADEMIC ADVISING AND REGISTRATION

313.664.7672

Schedules and confirms attendance for the English Placement Exercise (EPE)
 Mails out registration information
 Registers new students
 Responsible for New Student Check-In information on Blackboard

FINANCIAL AID

313.664.7495

Processes all federal, state and institutional scholarships, grants and loans
 Coordinates the campus work-study program

INTERNATIONAL STUDENT SERVICES

313.664.7428

Provides support for international students and coordinates study abroad programs for faculty and students
 Mails out registration information
 Registers new international students
 Responsible for International Student Check-In on Blackboard
 Confirms attendance for the English Placement Exercise (EPE)
 Provides incoming students with Blackboard Login and Password
 Emails news and campus information to families
 Coordinates campus activities
 Provides personal counseling

STUDENT AFFAIRS, HOUSING AND PERSONAL COUNSELING

313.664.7879

Collects Housing Applications and related forms
 Determines suite assignments
 Coordinates new and returning student move-in
 Coordinates New Student Orientation
 Emails news and campus information to families
 Coordinates campus activities
 Provides personal counseling

ADMISSIONS

313.664.7425

Responsible for the Admissions process
 Conducts potential transfer credit evaluation
 Provides incoming students with Blackboard Login and Password

STUDENT SUCCESS CENTER

313.664.7680

Assists all students with academic support
 Manages the onsite peer tutoring program
 Coordinates accommodations for students with disabilities

BUSINESS SERVICES OFFICE

313.664.7435

Tuition, fee and billing questions

Tuition Management Systems (TMS)

800.356.8329

www.afford.com/collegeforcreativestudies

TMS offers various monthly interest-free payment plans as an alternative way to pay tuition and fees at CCS.