

## **ENROLLMENT PROCESS CHECKLIST**

### **MSU's Institute of Agricultural Technology (IAT) at Kellogg Community College (KCC)**

- **Apply for enrollment at MSU's Institute of Agricultural Technology**  
*Go to <http://www.iat.msu.edu/> click on link to admissions application on center of home page or complete paper copy of application. Print this application, complete it and mail to IAT's address on the application with the \$60 application fee. Request transcripts at the time of application to IAT.*
- **Apply for enrollment at KCC – Online, go to <http://www.kellogg.edu/step1/>.** *Make sure you select the correct category that applies to you (New Student).*
- **Send official transcripts from high school or any other colleges attended.**  
Transcripts must be sent to both MSU IAT and KCC.
  - a. *Institute of Agricultural Technology*  
Michigan State University  
446 W. Circle Drive Room 120, East Lansing, MI 48824
  - b. *Kellogg Community College*  
450 North Avenue, Battle Creek, MI, 49017
- **Apply for FAFSA online: <http://www.fafsa.ed.gov/> using KCC's school code 002276**  
*(as soon after January 1<sup>st</sup> of the year planning to begin college is recommended.)*  
*Complete all financial aid requirements through KCC Student Financial Services office. **NOTE: Your financial aid package will be handled through KCC, federal regulations require that you DO NOT apply for financial aid with Michigan State University for your program of study.***
- **Take KCC Accuplacer test –** *You are required to take the Course Placement Test in order to determine which Math and English courses you can take at KCC. Schedule a testing date by calling (269) 965-4136. To see the testing center's hours and availability please visit: <http://www.kellogg.edu/step3/>*
- **When notified of acceptance at MSU, set up your MSU email account**  
*Learn to manage your MSU student information, confirm enrollment for each semester and tuition payments on [stuinfo.msu.edu](http://stuinfo.msu.edu)*
- **Make an appointment with your MSU Advisor**  
*Set up an appointment to discuss your education goals, plan MSU classes, learn how to set up MSU accounts and how to register for classes. Call 269.294.4236 or email [kfraser@msu.edu](mailto:kfraser@msu.edu) to set up an appointment.*
- **Register for MSU classes and for KCC classes**  
*Feel free to ask Kaite Fraser for guidance with registering for MSU classes and contact a KCC advisor for guidance*
- **Schedule and attend a KCC orientation as well as attend MSU Orientation in August –**  
*Please visit <http://www.kellogg.edu/admissions/orientation/> for more details on New Student Orientation (registration for first semester is completed at orientation).*
- **Complete the Partnership for Financial Aid Form** (if applying for financial aid) submit your form to the MSU Program Coordinator for signature. Your form will then be submitted to the KCC Student Financial Services office. **This must be done each semester.**

**\*\*\*Should there be any questions along the way, please call Kaite Fraser immediately at 269.565.2092 or email at [kfraser@msu.edu](mailto:kfraser@msu.edu) to get help and finish the process of concurrent enrollment\*\*\***

MICHIGAN STATE UNIVERSITY | Institute of  
Agricultural Technology

