

CAI STUDENT CHECKLIST

1. DECIDE HOW TO PAY FOR COLLEGE

Your first and most important step is to complete the Free Application for Federal Student Aid (FAFSA) form.

i INFORMATION

For more information, go to mc3.edu/CAI-FAFSA. Our federal school code is 004452.

? QUESTIONS

Contact the Financial Aid Office at your campus:

Central Campus: 215.641.6566 / West Campus: 610.718.1906

2. CHECK FOR SCHOLARSHIPS

Here are two suggested sites:

mc3.edu/CAI-AID

fastweb.com

3. SUBMIT YOUR TRANSCRIPTS

You must submit official transcripts from any high schools, colleges or universities you have attended. Transcripts are considered official when they are sent electronically from your institution directly to transcripts@mc3.edu, mailed to **340 DeKalb Pike, Blue Bell, PA 19422** or delivered in a signed, sealed envelope to Enrollment Services. **Note:** If you received a General Equivalency Diploma (GED), submit your official GED scores or copy of your GED diploma.

i INFORMATION

For information on how to request your transcripts, visit mc3.edu/submit. You will receive a notification once your transcripts have been evaluated for transfer credits. If you have successfully completed a culinary arts or baking & pastry arts program at a technical high school, please ask **Cheryl Niedzwiecki** about the process for earning SOAR credits.

4. ASSESS YOUR SKILLS

Complete placement testing at the College if you are pursuing an associate's degree and do not have a bachelor's degree.

You must bring your photo ID with you. Learn more about test prep, exemptions and the testing process at mc3.edu/getting-started.

5. REGISTER FOR CLASSES

🕒 APPOINTMENT

Make an appointment with **Cheryl Niedzwiecki**, the Culinary Resource Specialist, to register for classes at The Culinary Arts Institute via email at CAIAdmissions@mc3.edu or by calling **267.646.5976**.

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6. PAY YOUR TUITION

Tuition and fees can be paid by credit card or automatic bank payment (ACH), or in person at Enrollment Services using VISA, MasterCard, Discover, American Express, money order, cash or check.

\$ TO PAY ONLINE, VISIT: [Student Portal](#) > [WebAdvisor](#) > [Financial Information](#) > [View Account & Make Payment](#).

We also offer payment plan options.

? QUESTIONS

Contact Enrollment Services at your campus:

Central Campus: 215.641.6540 / West Campus: 610.718.1944

7. GET READY FOR CLASS

Log into the student portal at [mc3.edu](#) by clicking on MyMC3 in the upper right-hand corner. (Directions for logging in the first time are shown on the login page.) This is where you will access your email, Blackboard, your schedule (Self Service button), check your financial aid status and pay tuition if you choose. **Check your mc3 email regularly, as this is how the College will communicate important information to you throughout the year.**

Purchase required uniform and knife kit. (Refer to the *Tools of the Trade* brochure for more details).

Purchase required books. Go to [mc3central.bnccollege.com](#), click on [Textbooks](#) > [Find Textbooks](#).

Type in the classes you are registered for and you will see your book list.

ID card and parking sticker: Go to Enrollment Services at Central or West Campus to take your photo for the ID card and obtain your parking sticker. Bring a picture ID and valid auto registration with you.

8. ATTEND NEW STUDENT WELCOME DAY AT CENTRAL OR WEST CAMPUS

Join us to tour the campus, meet other students, find out about financial aid and free resources, learn about Mustangs athletics, student clubs and organizations, and pick up your free student planner. Your invitation will be mailed to your home address.

You can also find the date online at [mc3.edu/newstudentreg](#) under [Welcome Day](#) > [All New Students](#).

9. ATTEND CAI ORIENTATION

Please see dates and times for orientation at The Culinary Arts Institute at [mc3.edu/newstudentreg](#) under [Welcome Day](#) > [Culinary Arts Institute Students](#).

? QUESTIONS

Contact **Cheryl Niedzwiecki**, the Culinary Resource Specialist, by email at CAIAdmissions@mc3.edu or by calling **267.646.5976**.