

**(COMPLETE STEPS 1-5 BY APRIL 1ST TO BE ELIGIBLE FOR EXTRA FUNDS AND PRIORITY PROCESSING)**

## New Student Checklist

1.  **Complete an Application – choose program carefully (several choices).**
  - a. Before applying at DMACC, know the differences between the diplomas and degrees, and each of the 5 auto programs. Questions? Call Janelle Seward, Pathway Navigator, at 515-965-6024 or Sarah Alexander, Academic Advisor, at 515-964-6599.
  - b. Find and click on “Apply Today” on the [www.dmacc.edu](http://www.dmacc.edu) website, set up a user ID.
  - c. If you have applied previously and now want to change programs, no need to re-apply, just fill out a “Change of Program” form (search for it on the A-Z index on website).
  
2.  **Complete the Aleks math test (on-line) as soon as possible after admission, then the English, Reading, and Mechanical Reasoning Test at DMACC to complete your application. *Take these tests seriously, scores are considered for admission.***

*\* ACT scores or proof of previous college credit can be submitted instead of on-campus tests.*

  - a. The FREE assessment tests are available in the testing center. Walk-in testing is available at Urban or Ankeny, and by appointment at other campuses. Photo ID required. See <https://go.dmacc.edu/testingcenter/Pages/welcome.aspx> for more info.
  - b. If you have ACT scores, send to [admissions@dmacc.edu](mailto:admissions@dmacc.edu) (request from your high school).
  - c. If you have earned college credits from another college, request an official transcript be sent to the Admissions Office.
  
3.  **If applying for Ford ASSET, GM ASEP, or MOPAR CAP programs:**
  - a. Interview with program chair, call for appointment:  
Ford ASSET-964-6639 / GM ASEP-964-6504 / MOPAR CAP-964-6891
  - b. Secure dealership sponsor – tips are discussed in meeting with program chair.
  
4.  **If applying for Financial Aid - Submit FAFSA (Free Application for Federal Student Aid) anytime after Oct. 1. Priority processing date is April 1<sup>st</sup> for extra grant funds, but apply ASAP, the process can take 4-6 weeks.**
  - a.  Complete application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). DMACC ID Code: 004589.  
(Wait 3-5 days for e-mail from FAFSA and 2-3 weeks for mailed info from DMACC.)
  - b.  Submit additional forms as requested by the DMACC Financial Aid office.
  - c.  Accept terms and conditions.
  - d.  Accept award.

**APPLY FOR SCHOLARSHIPS FOR AUTO STUDENTS – watch deadlines:**  
<https://www.dmacc.edu/programs/automotive/Pages/Scholarships.aspx>
  
5.  **Sign up for Orientation; required for full-time students** Watch your e-mail starting in April to be given choices of available times once application is complete. Orientations are in person/on campus, take approx. 2 hours and include registration for classes.
  
6.  **Attend Orientation / Register for classes. IMPORTANT!!** Once you sign up for orientation, attend at your assigned time. If you cannot attend, call the orientation coordinator at 515-965-7321 ASAP to cancel/reschedule. **If you do not show up at your assigned time and we don't hear from you or can't reach you, you may lose your spot in the program!**
  
7.  **Pay tuition for classes. Verify tuition due date at time of registration.**  
If receiving financial aid or scholarships, confirm award amount and tuition due dates.
  
8.  **Purchase tools, books, and other class materials for the semester.**
  - a. Order tools by August 1<sup>st</sup> so they will be here by the first day of class.
  - b. Bring your schedule to bookstore for book selection 10 days prior to semester.

**IMPORTANT: KEEP YOUR CONTACT INFO CURRENT & ALWAYS ANSWER YOUR PHONE/E-MAIL!!**

**Ankeny Campus**  
2006 S. Ankeny Blvd.  
Ankeny, IA 50023-3993  
515-964-6200

**Boone Campus**  
1125 Hancock Dr.  
Boone, IA 50036-5399  
515-432-7203

**Carroll Campus**  
906 N. Grant Rd.  
Carroll, IA 51401-2525  
712-792-1755

**Newton Campus**  
600 N. 2<sup>nd</sup> Ave. W.  
Newton, IA 50208-3049  
641-791-3622

**Urban/DSM Campus**  
1100 7<sup>th</sup> Street  
Des Moines, IA 50314-2597  
515-244-4226

**West Campus**  
5959 Grand Ave.  
WDM, IA 50266-5302  
515-633-2407