

Getting Started at Central Ohio Technical College (COTC)

Admissions Guide for Prospective Students

NEWARK

1179 University Dr.
Newark, OH 43055
740.366.9222

Follow the steps below to get started:

- ☐ Apply for free at cotc.edu/apply. Some programs may have additional requirements.
Contact Admissions at cotc.admissions@mail.cotc.edu or 740-366-9222 with any questions.
- ☐ Check your personal email (the one you used to apply) for an official communication from COTC on how to set up your COTC email account and your myCOTC student portal. You should receive an email and a letter with instructions on how to retrieve your username and set up your myCOTC student portal. Once you have your student email set up, check your COTC email daily for important information.
- ☐ Complete a Free Application for Federal Student Aid (FAFSA) at fafsa.gov. COTC's school code is: 011046.
Contact Student Financial Services with any questions at: nwk-studentfinancialservices@mail.cotc.edu or 740-366-9435 if you have any questions about how you will finance your education. Open Monday-Thursday, 8am-5pm and Friday, 9am-5pm.
- ☐ Submit official transcripts. Send high school and/or GED, college and military to: COTC Records Office; 1179 University Drive; Newark, OH 43055. (For current NHS/C-TEC/NCSD students, contact your School Counselor to request a transcript be sent to COTC. For recent NHS/C-TEC/NCSD graduates, please use the links on the right hand side of the FORMS page of our website to request your transcript:
<https://www.acalltocollege.org/forms.aspx>)
- ☐ Sign your Financial Responsibility Agreement located in your myCOTC student portal.
- ☐ You will be registered for COTC's online orientation. Complete the online orientation at your earliest convenience.
- ☐ Register for Classes. Once you've completed online orientation, you will work with an enrollment navigator to ensure all transcripts have been received and the financial responsibility agreement has been signed. You can attend a registration lab or have your enrollment navigator plan courses for you to self-register.
- ☐ Purchase your textbooks and start classes!
- ☐ Make sure to get your student ID and parking permit (even though parking is FREE) from Public Safety in the Warner Center.
- ☐ For campus resources to help you succeed, contact the Student Success Center: COTCsuccess@mail.cotc.edu or 740-366-9193.