Application & Participation Checklist

CENTRAL OHIO TECHNICAL COLLEGE

- [ ] Go to **www.cotc.edu** click 'Apply'. Students must first create an account (use a personal email NOT your UHS email)

- [ ] Fill out Application

- [ ] Notify your School Counselor of where to send transcripts to

- [ ] Complete & Sign the 'Mature Subject Matter Permission Form' Permission slips are mailed & emailed. Email to **ccp@mail.cotc.edu**

- [ ] Monitor your email for acceptance

- [ ] Complete the New Student Orientation (Online)

- [ ] Schedule placement testing (if-needed)

- [ ] Monitor your COTC email for information regarding scheduling

- [ ] Talk with your School Counselor about what credits or classes you are in need of

- [ ] Schedule your classes with your Academic Advisor at COTC

- [ ] Send your college schedule to your School Counselor

- [ ] Order any textbooks needed for your class (bill to UHS)

- [ ] Attend your classes & learn a lot!