Get Started

☐ **Apply to COTC at cotc.edu/apply**
New students need to create an application account and verify their email. Students who have previously applied or attended COTC should be able to log in to create a new application. Complete and submit the application after logging into your application account. Students who have difficulty creating an account or logging in should contact admissions at **cotcadmissions@mail.cotc.edu**.

☐ **Request official transcripts be submitted to COTC from all schools attended**
Official transcripts can be submitted by the school via email or mail.
Email: cotcrecords@mail.cotc.edu
Mail: COTC, The Gateway Student Records, 1179 University Dr   Newark OH 43055
Military transcripts can be requested at:
• Joint Services Transcript: **jst.doded.milsmartsignin.do**
• Department of Defense: **dodea.edu**
All transcripts should be sent from the school directly to COTC. Transcripts are needed to help determine courses students should take.

☐ **Submit your Free Application for Federal Student Aid (FAFSA) at fafsa.gov.**
COTC's federal school code is **011046**.
For assistance, contact the Office of Student Financial Services
Email: nwk-studentfinancialservices@mail.cotc.edu
Phone: **740.366.9435**
Military and veteran students: Please contact Student Financial Services to see if you are eligible for additional benefits.

☐ **Set up your myCOTC student portal**
A student's myCOTC student portal is where COTC email, class schedules, financial aid and student support services information can be found. Students will receive an email (within a week after being admitted to COTC) with instructions on how to set up their myCOTC student portal.

☐ **Complete orientation and enroll in classes**
New students will receive an email (within a week after being admitted to COTC) with a link to register for orientation. Orientation will be emailed to a student's COTC email after their registration has been approved. Students who have previously attended COTC will be assessed to determine if orientation is needed. An academic advisor will reach out to students via COTC email and/or phone (within a week of completing the orientation) to schedule an appointment to enroll in classes.

Apply today.

NEWARK
1179 University Dr.
Newark, Ohio
740.366.9222

COSHOCTON
200 N. Whitewoman St.
Coshocton, Ohio
740.622.1408

KNOX
236 S. Main St.
Mount Vernon, Ohio
740.392.2526

PATASKALA
8660 E. Broad St.
Reynoldsburg, Ohio
740.755.7090

cotc.edu/apply

CENTRAL OHIO TECHNICAL COLLEGE