**Important phone numbers**

The Gateway at Newark 740-366-9494 or 800-963-9275, x 69422

Newark Campus Operator 800-963-9275, x 0

The Gateway at Coshocton 740-622-1408  
*Coshocton safety & security concerns, call x 74415*

The Gateway at Knox 740-392-2526  
*Knox safety & security concerns, call x 31107*

The Gateway at Pataskala 740-755-7090  
*Pataskala safety & security concerns, call x 51111*

Counseling Services 740-364-9578

Office for Disability Services 740-364-9578

Office of Fees & Deposits 740-366-9232

Office of Financial Aid 740-366-9435

ITS Help Desk 740-366-9244

Newark Campus Bookstore 740-366-9277

Newark Campus Library 740-366-9307

*For an emergency at any campus, call 911*

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**Why college, why now?**

There are times when you may begin to feel overwhelmed with homework, exams, the needs of your family, and maybe a full-time or part-time job. You may feel like giving up. If and when that happens, remind yourself why you’re attending Central Ohio Technical College and refocus on your goal.

(My goal is)
Welcome to Central Ohio Technical College!

This reference guide is intended to help you be a successful college student. If you’re a first-time college student, there’s much to learn about college in general and specific to COTC; therefore, please refer back to this guide as you work to achieve your educational goals.

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The Gateway
The Gateway provides quality customer service in the areas of Admissions, Academic Advising, Registration and Records. The Gateway strives to offer seamless service by centralizing these key functions that are necessary for student success as they pursue their education at COTC. Each COTC campus has a Gateway location to serve students.

COTC Gateway Hours of Service
Newark Campus* - Monday through Thursday, 8 a.m. to 6 p.m.; Friday, 8 a.m. to 5 p.m.

Extended Campuses* (Coshocton, Knox, and Pataskala) Monday through Friday, 8 a.m. to 5 p.m.
*summer hours may vary

Identifying Your Advisor
Every student is assigned to Advisor upon registering for their first class. Your Advisor is available to help you with academic planning, course registration, goal setting, program information, service referrals, and more. In the student section of myCOTC (for more information, see page 12), on the right-hand side under “My Class Schedule and Personal Information,” click on “My Profile” to find contact information about your Advisor. If your Advisor is unavailable, you are welcome to meet with another Advisor. Every new student is required to meet with their Advisor during their first semester of enrollment at COTC.

Locating and Knowing Your COTC ID Number
All students are assigned a unique COTC ID number upon application. Your ID number will appear on your photo ID and will be required on documents submitted to COTC. You can also find your COTC ID number in “My Profile” in myCOTC.

Obtaining Your COTC Photo ID
All students are encouraged to obtain a COTC photo ID card. Your photo ID will be required as identification as you visit various COTC offices, allows you to print from campus computers (see page 14), and obtain your books using financial aid at the Newark Campus Bookstore (see page 10). Your photo ID can be obtained through Safety and Security (see page 15).

The Mission of The Gateway
In direct support of the college's mission, the COTC Gateway staff strives to empower students to develop the skills necessary for ownership of their educational and career paths.

We recognize that students are the most important part of our college and we are committed to providing them with exceptional customer service in a friendly and fun atmosphere.

Through an array of services, our dedicated staff provides students guidance toward academic self-responsibility and completion of their academic goals whether it is upgrading skills, graduation, transfer, or entering an occupation.
Paying for College

Now that you have decided to pursue a college certificate or degree, how do you pay for your education? There are a number of ways to obtain help in paying college tuition.

Financial Aid
COTC offers financial aid from several sources including grants, loans, scholarships, and student employment. All students are encouraged to apply for financial assistance by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. To ensure aid is processed in time for fee payment and to maximize aid eligibility, you are encouraged to submit the FASFA by COTC’s priority dates. You must reapply for financial aid each academic year and should notify the Office of Financial Aid of changes in your family’s financial situation. If you are selected for verification, submit the requested documents in a timely manner to be awarded financial aid.

You must read about your Rights and Responsibilities as a financial aid recipient under the College Finances Section of myCOTC click on Financial Aid. To maintain aid eligibility, you must successfully participate in your classes. Dropping, withdrawing, not attending or failing classes can cause an adjustment to your financial aid creating a balance due on your tuition account. Financial aid can also be adjusted if you take classes not listed on your Plan of Study. The Office of Financial Aid periodically reviews student schedules and compares them against the plan of study for the student's active program. If we determine you are taking classes not on your current plan of study, your financial aid may be adjusted which may create a balance due on your tuition account.

You do not need to attend full-time to receive financial aid. Most grants and scholarships are prorated for less than full-time enrollment; you must maintain half-time enrollment (6 credits per semester) to remain eligible for student loans.

Self-Pay/Payment Plan
Students paying for college themselves have the option to pay their tuition in full or sign up for the Tuition Payment Plan to divide your tuition into equal installments. Each semester requires a new payment plan. Tuition Payment Plan Forms can be found by visiting myCOTC>College Finances>Paying for College>Forms. Completed and signed payment plan forms can be faxed or scanned/emailed from your COTC student email account to Fees and Deposits and the payment can be made online. We need both your payment plan form and your 1st payment to confirm your account in a paid status.

Employer/Agency
If you receive up-front tuition assistance, you must submit an authorization from your employer/agency to Fees & Deposits in order to be coded as a sponsored student. NOTE: COTC does not accept grade-based agreements (where the employer/agency will only pay COTC if you pass the class).

Veterans benefits/GI Bill
Students who are eligible for the GI Bill must self-identify to COTC’s VA certifying official (located in the Office of Financial Aid) so enrollment information is sent to Veterans Affairs and your funds are activated.

Outside Scholarships
Submit any outside scholarships to the Fees & Deposits office so they can be processed and posted to your tuition account. NOTE: large scholarships will be divided evenly over the entire academic year unless we receive specific authorization from the issuing entity for a different treatment.

529 Savings Plan
Notify Fees & Deposits and allow at least 2 weeks for processing lead time when requesting your funds.

Consortium Financial Aid
Inform Fees & Deposits and the Office of Financial Aid if you receive aid from another college or university.
Securing Your Registration

COTC tuition is due one week before the semester begins. Visit College Finances in myCOTC for more details. You must have your tuition account in a “paid” status by the due date to avoid incurring late fees and being dropped for non-payment. A paid status can be achieved by payment in full, using the tuition payment plan, having finalized financial aid, turning in an employer/agency/529 plan authorization, self-identifying to the VA certifying official for VA/GI Bill funding and/or self-identifying as a consortium financial aid funded student.

You may be eligible to sign the Intent to Pay form if:
  a) You have completed all processes and are waiting on documented, available funding and
  b) You do not have an outstanding prior semester balance.

Intent to Pay forms are due no later than:
- Continuing students - 2 weeks before the semester begins
- New students - 1 week before the semester begins

Intent to Pay forms can be found by clicking on the Intent to Pay icon. Print, sign and return the form to:
- Financial Aid (Financial Aid, VA/GI Bill)
- Fees & Deposits (Agency, Employer, 529 {i.e. Ohio Tuition Trust}, Consortium Financial Aid), as applicable.

Keeping up with your Student Billing Account

The billing cycle for each semester begins approximately one month before the due date.

You will begin to receive e-statements about once every week (more as necessary) via your COTC student email account. No paper statements are generated or mailed.

You can use the View Account and Make Payments link on COTCconnect to view your tuition account details and pay tuition balances.

If you have a balance due to the payment plan, financial aid adjustments, etc., you will be emailed periodically throughout the semester. Unpaid balances will result in financial holds which prevent registration changes, the ability to get a transcript or participate in graduation.

Accounts remaining in an unpaid status end up in collections. Eventually the account will be turned over to the Ohio Attorney General’s Office and incur additional collection costs (currently 10% plus the statutory interest rate).

Dropping/Withdrawing

For various reasons, you may decide it’s necessary to drop or withdraw from a course. Students are able to drop courses online during the add/drop period (typically the first week of the semester or first three days of a term course). After this period has ended, students must contact their Advisor in The Gateway to drop or withdraw. Drop/Withdraw requests must be received in person or via COTC email. Requests made by phone cannot be processed. Be aware of potential ramifications as the final outcome can be quite substantial in a monetary sense: tuition may still be owed and funding can disappear. Before you drop or withdraw from a class speak with your Advisor in The Gateway, the Fees and Deposits Office and the Office of Financial Aid to discuss any possible outcomes.

All courses have certain timeframes for allowing 100%, 50%, 25% or 0% tuition adjustment upon drop or withdrawal. For example, you would still be responsible for 75% of the tuition if you drop a class during the 25% tuition adjustment period. The tuition adjustment deadline dates are NOT the same as the last day to drop or withdraw from a course with a “W” grade. The Course Refund Schedule is located on your my.cotc.edu at College Finances>Managing Student Refunds.

Most funding (financial aid, employer/agency, VA/GI Bill, etc.) is based upon a student successfully completing coursework; therefore, if a course drop/withdrawal occurs, part or all of the external funding may be cancelled. This can create a significant balance due especially if you receive a large amount of grants, scholarships or other funding. See the Managing Your Refunds and Financial Aid portal pages for more information.
Financial Aid-SAP

**Satisfactory Academic Progress** is the Federal Regulation that requires The Office of Financial Aid to monitor a student’s academic progress. Students are required to meet certain standards to receive and keep their financial aid. The entire SAP Policy is available at my.cotc.edu>College Finances>Financial Aid>Satisfactory Academic Progress. SAP is monitored by the following measures:

**Grade Point Average GPA**
Students must maintain a **minimum semester and cumulative** GPA of 2.0 or above which will be monitored at the end of every semester. COTC does not round up (i.e. 1.99 does not meet the 2.0 requirement).

**Credit Hours Completed**
Students must maintain a **minimum semester and cumulative** completion of 67% of all hours attempted. The completion ratio is calculated by dividing the number of hours successfully completed by the number of hours attempted. (Grades A through D- are successful.) For example, if you get an E or W in a 4 hour class and you attempted 12 hours, your completion ratio would look like this: \( \frac{8 \text{(completed)}}{12 \text{(attempted)}} = 66\% \) completion ratio; 66% would not be a successful semester. COTC does not round up. (i.e. 66.6% does not meet the 67% completion ratio).

**Maximum Time Frame (MTF)**
Students must complete their academic program within 150% of the published length, expressed as credit hours, needed to graduate. All classes attempted at COTC, repeated, or transferred in are included in attempted hours. For example, if your program is 100 credit hours, once you attempt 150 credit hours you will be at maximum time frame for receiving Federal Financial Aid.

**Consequences of SAP for GPA and Completion Ratio**
At the end of each semester, SAP is evaluated for each student whether or not he has financial aid. Notification of the change of SAP status is sent to the student’s COTC email account.

- The first semester a student fails to meet all the required standards, he is placed on a **Warning Status**. While on Warning Status, the student may still receive aid.
- If the student fails to meet the required standards while on Warning Status, Probation Status, or an Academic Plan, he will go to **Cancellation Status**. While on Cancellation Status, students are not eligible for any Federal, State, and most institutional financial aid which includes grants, scholarships and loans.

**Reestablishing Eligibility**
To regain eligibility, a student can:

1. Take classes and pay out of pocket until meeting all minimum SAP standards. Once these standards are met, the student may return to Eligible Status the following semester, or
2. Submit a SAP petition for consideration if he had documentable extenuating circumstances. This form can be found at my.cotc.edu>College Finances>Financial Aid>Appeals. There are several requirements to completing the petition; so please read and carefully follow the instructions.

*NOTE*: Students on Warning, Cancellation, Probation, or Academic Plan status for SAP will not have aid released for the subsequent semester until all current semester grades have been posted and academic progress has been reviewed. Therefore, fees may not be paid by the fee payment deadline.
Financial Aid—What happens when?
A student’s guide to what happens when dropping, withdrawing, failing, or not attending classes.

You should always check with The Office of Financial Aid before making any changes to your schedule or if you are struggling in any of your classes.

Dropping vs. Withdrawing
Dropping is eliminating one or some of your courses from your schedule. Withdrawing is when you drop all of your courses or your last enrolled course. There are different consequences for each of these situations, so it is important to speak with a Financial Aid Advisor before making any academic changes.

Aid Adjustments
A student’s earned aid is based on the length of time he attended his classes. If a student withdraws or stops attending classes before the 60% point of the semester, a portion of the total federal aid that he received may need to be repaid immediately. Federal aid and all other aid are viewed as 100% earned after the 60% point of the semester and no adjustment will be made unless the student did not attend his classes.

Non-attendance in classes is considered a reduction in hours and causes aid to be adjusted. Students not attending courses, for which they registered, must formally withdraw online at COTCconnect or at any of The Gateway offices. Aid will be adjusted if a student is not attending classes which may create a balance due on the tuition account.

NOTE: Failing all courses may constitute an unofficial withdraw if the institution cannot document the student attended past the 60% point of the semester. Aid may be adjusted which can cause a balance due.

Financial aid can also be adjusted if you take classes not listed on your Plan of Study. The Office of Financial Aid periodically reviews student schedules and compares them against the plan of study for the student’s active program. If we determine you are taking classes not on your current plan of study, your financial aid may be adjusted which may create a balance due on the institutional bill.

The entire policy can be viewed at my.cotc.edu>College Finances>Financial Aid>Enrollment Change Policy.

Exit Counseling
Anytime you drop below 6 credit hours or take a semester off, you will be required to complete exit counseling if you have borrowed any federal student loans. You can complete this requirement online at www.studentloans.gov. You may be required to complete this more than once during your academic career.
Fees & Deposits

Tuition Payment Options
Tuition is generally due one week before the semester or the day of registration if registering on/after the standard due date. Students will receive emailed statements to their COTC email accounts.

Self-Pay
Pay in full or sign up for the Tuition Payment Plan (service fee applied to first payment) each semester to divide your tuition into equal installments. Payments can be made online at my.cotc.edu under My Student Financial Account>View Account and Make Payment using Visa, MasterCard, or e-check.

Third Party/Agency
Submit tuition authorization (cannot be grade-based) on letterhead to Fees & Deposits.

GI Bill
Contact the VA Certifying Official in The Office of Financial Aid as soon as possible to have your enrollment certified; eligible students may be able to sign an “Intent to Pay for VA Students Form”.

Financial Aid
Students should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Once The Office of Financial Aid receives a student’s FAFSA, they will notify the student through COTC email of the student’s next steps. For additional information contact The Office of Financial Aid at 740-366-9435 or email at finaid@cotc.edu.

Receiving Refunds
COTC students can receive refunds via direct deposit or paper check. Students can sign up direct deposit (savings or checking) via my.cotc.edu>COTCconnect>My Student Financial Accounts>Direct Deposit Information – Non-Payroll. Students who are not signed up for direct deposit will have their paper check mailed to their address on record. Students should verify and update their address if needed on my.cotc.edu>COTCconnect>My Schedule and Personal Information>My Profile.

Students who drop or withdraw from courses will have their tuition prorated according to the tuition adjustment schedule (College Finances>Managing Student Refunds).

Please be aware that if you are receiving financial aid, financial aid is not free- it is earned. Your financial aid eligibility and awarded amounts may be affected and/or reduced if you drop hours, withdraw, or stop attending, and you may end up owing a balance due back to COTC. Unpaid balances result in registration, transcript, and graduation holds. Past due balances will be sent to the Attorney General’s office for collection.

For questions contact Fees & Deposits at 740-366-9232 or feesanddeposits@cotc.edu.
Bookstore

Purchasing Textbooks

Paying with Financial Aid
Bookstore charging is permitted to eligible students who have sufficient financial aid (grants, loans, and/or scholarships) to cover all of their tuition, fees, and the amount of the bookstore transactions.

To charge books/supplies, the student must provide a COTC photo ID which displays the correct seven digit student ID number. Purchases will be reflected on your student tuition account. Students are responsible for paying for book charges out of pocket if financial aid is reduced/revoked.

Students who have aid in place may view their available bookstore funds in MyCOTC>COTCconnect>Students>My Financial Aid> Bookstore Charge Transactions.

Please note you will not need to go to the Office of Financial Aid for a paper book voucher. As long as your fees do not exceed your expected financial aid disbursement, you will be able to charge your books and supplies against your pending aid. Questions on eligibility can be directed to the Office of Financial Aid at finaid@cotc.edu.

- Newark Campus Official Bookstore:
  - It’s not required to order in advance. Students may go to the Newark Campus Official Bookstore during open hours and purchase books using financial aid beginning 10 days prior to the start of the semester.

- Extended campus bookstore:
  - Must order books online to be picked up at the extended campus during “pop-up” hours.
  - When ordering online, students will choose the campus location for the books to be sent and “financial aid” as the payment option. Input your 7-digit COTC ID number (found on your ID card or on myCOTC under “My Profile”) as your student ID number. For navigation tips on the online bookstore website, contact the Newark Campus Official Bookstore at 740-366-9277.
  - Your order must be submitted by Sunday prior to distribution to Knox and Coshocton and by Tuesday prior to distribution to Pataskala.

  **If using financial aid, only the financial aid recipient may sign for pickup therefore Financial Aid orders may not be shipped.**

**NOTE:** ALL students must present a COTC student ID card to pick-up/purchase books with financial aid.

Paying Out of Pocket
Visit the Newark campus bookstore during set hours and purchase books OR order and pay online to have books shipped to student’s home or pickup at the bookstore or extended campuses during pop-up dates and times.

**NOTE:** Only pre-ordered/reserved books will be brought to the extended campuses. You can still pay when you get there with a cash or check, but a reservation request will need to be submitted 48 hours in advance of the “pop-up” date. For this option please send request to bksosunewark@bncollege.com. This option is only for students who want to pay out of pocket at the point of pickup. All financial aid orders and textbook rental orders must be submitted via the online ordering system.

Renting Textbooks
To rent a textbook you must order online or visit the Newark Campus Official Bookstore and have a credit card to put on file. While financial aid can be used to rent books, a credit card is needed to secure the rental because financial aid will not pay for unreturned rentals.

Paying through Third Party
- Any authorizations regarding a third party paying for textbooks need to be taken to Barnes and Noble and books can be purchased based upon those specific arrangements.
- Once arrangements have been made, books may be ordered on the website or purchased in store. If choosing to order via the website, choose your pick-up location for where you want the books to be sent and financial aid then choose Voc Rehab/Coll Credit+/JFS/OSU option.
When to Purchase Textbooks
While orders can be placed as soon as a term is active, in general, bookstore charging can begin up to 10 days before the semester starts and continues until the fourth Friday of the semester. For your convenience, the bookstore is open extended hours during the first two weeks of the semester. Visit the Newark Campus Official Bookstore web page for store hours.

Knowing Which Textbooks to Purchase
Textbook information can be found at the Newark Campus Official Bookstore web page. Select the Term, Department, Course, and Section to locate your books. For additional assistance, you may contact Newark Campus Official Bookstore at 740-366-9277. See page 22 for step by step instructions for ordering textbooks online.

Items that can be purchased using Financial Aid
• Book bag (limit of one)
• Calculators (must have course syllabus to purchase)
• Notebooks/paper
• Packets
• Reference materials
• Software (must have course syllabus to purchase
• Textbooks, e-text, and rentals
• Writing instruments
• Travel Drive
• Laptops (up to $900, limit of one, non-returnable)
• E-readers (up to $400, limit of one)
• E-reader or laptop sleeve
• Other required educational expenses (supplies and uniforms)

Returning Rented Textbooks
All rentals are due the last day of finals week. The rental due date is also noted in the confirmation email sent when textbooks are rented.
• Before the rentals are due you will receive a reminder email
• Rentals must be returned to the Newark Campus Bookstore OR mailed via UPS
  o Within the email there is an option to print a pre-paid UPS return label. The pre-paid label must be postmarked by the rental due date
  o When using the pre-paid shipping label the book must be placed in a box (it is suggested to keep the box the book arrived in) and taken to a UPS drop off.
  o UPS locations nearest to each extended campus:
    • Coshocton Campus: Buehler’s Food Market, 830 S. 2nd Street, Coshocton
    • Knox Campus: 109 E. High Street, Mount Vernon
    • Pataskala Campus: 572 E. Broad Street, Pataskala

NOTE: If the rental books are not returned by the specified due date the fees will be charge to the credit card on file.
Please contact the bookstore if you have any questions:
740-366-9277 or 1-800-963-9275 Ext. 69277
Bksosunewark@bncollege.com
myCOTC is an online portal where you go to view your class schedule, grades, financial aid, COTC email, general information about the college, policies and procedures, as well as campus events and notices. You will use myCOTC to register for classes, view financial information, make payments, request transcripts, view grades and more.

Below is a short overview:

<table>
<thead>
<tr>
<th>Link</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Webmail (student email account)</td>
<td>Email is the official way COTC communicates with you. Please check daily so you don’t miss important information deadlines.</td>
</tr>
<tr>
<td>Student Notices</td>
<td>Here you will find campus news, events, class cancellations and more.</td>
</tr>
<tr>
<td>Academic Life</td>
<td>This link provides information dates and deadline information. “Policies and Procedures” and the Student Code of Conduct are also found here.</td>
</tr>
<tr>
<td>Campus Life</td>
<td>This link provides information about campus activities that students and ways for you to become involved with organizations and intramurals.</td>
</tr>
<tr>
<td>College Finances</td>
<td>Find information about the financial aid process, tuition payment options, and deadlines. Student employment opportunities are also found here.</td>
</tr>
<tr>
<td>Career Services</td>
<td>This link includes job postings, interviewing tips, résumé review, career exploration and other free services provided by Career Services.</td>
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</tbody>
</table>

**Moodle**

Moodle is COTC’s online tool you will use for your COTC classes. Moodle is where you access all online courses as well as information for face-to-face courses. It may be used for instructor announcements, posting of grades, syllabus and even submitting assignments.

Explore the “Moodle Help” section to become familiar with Moodle.

**COTCconnect Student Menu**

<table>
<thead>
<tr>
<th>Link</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search/Register for Classes</td>
<td>You can search for classes, register, add and drop (during designated period) online. There are some exceptions to being able to complete online registration; therefore, it is important to review any prompts you receive during this process or contact your Advisor for assistance.</td>
</tr>
<tr>
<td>My E-Advising &amp; Academic Planning</td>
<td>Print your Program Evaluation and email your Advisor.</td>
</tr>
<tr>
<td>My Student Financial Accounts</td>
<td>View your account statement, pay fees online and sign-up for Direct Deposit if you have excess financial aid.</td>
</tr>
<tr>
<td>My Financial Aid</td>
<td>This link will show what documents you need to submit for financial aid verification, your financial aid award, and where to accept loans and other important to-do items.</td>
</tr>
<tr>
<td>My Schedule and Personal Info</td>
<td>This link is where you access your class schedule, including room assignments when posted (approximately one week before classes). Additionally, this is where you can find names of your academic and faculty advisors, update personal information (address and phone number). Your COTC student ID number is located under the My profile section.</td>
</tr>
<tr>
<td>My Grades &amp; Transcripts</td>
<td>This link is where you can access your final grades, view your unofficial transcript and request official transcripts.</td>
</tr>
</tbody>
</table>
College Finances

<table>
<thead>
<tr>
<th><strong>Financial Aid Book Charges</strong></th>
<th>Document that provides details on how to use financial aid for book purchases.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Provides information on applying for financial aid, priority processing dates, types of financial aid available, Rights &amp; Responsibilities, forms and other resources.</td>
</tr>
<tr>
<td><strong>Managing Student Refunds</strong></td>
<td>Provides information on the refund schedule of tuition, adjustment charts for financial based on the number of hours enrolled and how to receive a refund of excess funds.</td>
</tr>
<tr>
<td><strong>Paying for College</strong></td>
<td>Provides term specific fee payment deadlines, payment plan information and Fees and Deposits contact information.</td>
</tr>
<tr>
<td><strong>Student Employment</strong></td>
<td>Provides information on student employment opportunities on campus.</td>
</tr>
<tr>
<td><strong>SALT</strong></td>
<td>Provides information on financial literacy and money management tools.</td>
</tr>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td>Provides information on current tuition and course fees.</td>
</tr>
</tbody>
</table>

Information Technology Services (ITS) Helpdesk

The ITS Helpdesk offers technical support services by providing information and troubleshooting technical problems through remote connectivity, over the phone, via email, and in person. If you are unable to login with your username/password, forgot your password or experience Moodle issues, contact the ITS Helpdesk at 740-366-9244.

Student Computer Lab Hours

There are open computers labs at each COTC campus. Call the Gateway office at Coshocton, Knox or Pataskala for hours at those facilities. Computer lab hours at the Newark Campus can be viewed by visiting myCOTC>Campus Life>IT Support>Computer Labs (under Get Started).

Printing on Campus

In order to use campus printers you will need to add money to your COTC ID card. COTC ID cards are currently administered by The Ohio State University student ID card system. To add funds to your card, use one of the following methods:

1. Visit the Fees & Deposits office in Hopewell Hall on the Newark Campus to get help adding money to your ID card. Cash, check or a credit card can be used to pay for the funds you want placed on your card. **Note:** You cannot add funds to your COTC ID card at the Knox, Coshocton or Pataskala campuses; you must visit the Newark Campus, add funds online or over the phone.

2. Use The Ohio State University Buck ID Card “Make a Deposit” feature online: http://www.buckid.osu.edu/. Complete instructions how to add funds and manage your ID card for these purposes are provided on the web site; the “BuckID number” field is your 16 digit COTC student ID card number printed on the front of the card. There is a 50-cent charge for adding funds electronically.

3. Funds may be added by phone by calling The Ohio State University ID Card Office at 614-292-0400. **You must know your COTC ID card number and COTC email address.**

To assist you in managing your funds, the following charges will be applied to your ID card when printing or copying:

1. Black & White printing: 7 cents per copy
2. Duplex printing: 10 cents per copy
3. Color printing: 15 cents per copy
4. Copying: 10 cents per copy
Public Safety

Newark Campus:
The Public Safety Office, providing Police, Security, and Safety services, is located in the Warner Center, Room 105, across from the bookstore. To report police, security, or safety concerns, call ext. 69237. Calling from off campus, dial 740-366-9237. Student ID cards and parking permits are issued by the Public Safety Office. There is no charge for an initial ID card or parking permit (excessive replacements may generate a charge).

- Campus Security office is open 24 hours a day/seven days a week. Police staffing is during most academic hours.
- Campus Security can also help those locked out of their car or needing a jump to start on a dead vehicle battery. Contact the Public Safety Office if you need assistance.
- Campus Security will provide on-campus escort service to vehicles. Contact the Public Safety Office.
- Background Checks (BCI&I and FBI) can be performed at the Public Safety Office after being paid for at Fees & Deposits in Hopewell Hall.

Extended Campuses:
To report safety and security concerns, call the number listed below for the appropriate campus. For an emergency situation, call 911. Please contact the Gateway to make arrangements to obtain a student ID card and parking permit. There is no charge for either item.

- Campus Security office is open during regular building hours.
- Campus Security can help those needing a jump start on a dead vehicle battery.
- Campus Security will provide escort services to vehicles. Contact the Coshocton Campus Security Office.

Contacting Security at:

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<thead>
<tr>
<th>Campus Location</th>
<th>On Campus- Ext.</th>
<th>Off Campus-</th>
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<tbody>
<tr>
<td>Coshocton Campus</td>
<td>74115</td>
<td>740-622-1408</td>
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<tr>
<td>Knox Campus</td>
<td>31107</td>
<td>740-392-2526 Ext. 31107</td>
</tr>
<tr>
<td>Pataskala Campus</td>
<td>51111</td>
<td>740-755-7090 Ext. 51111</td>
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Campus Emergency Alert System
COTC utilizes a Campus Emergency Alert System to quickly communicate information regarding emergency situations on campus and any campus closures to all students, faculty and staff.

As a registered COTC student, you will automatically receive alerts through your COTC email address. If you would like to receive alerts via text message and/or a personal email address, you can register online through myCOTC. For more information, please visit Campus Emergency Alert System in myCOTC. Contact the ITS Helpdesk for assistance.

Title IX Information
Central Ohio Technical College (COTC) is committed to providing a safe and positive living, learning, and working environment. The college and campus have a responsibility to ensure that all students, staff, faculty and visitors can enjoy the benefits and opportunities the institutions have to offer in an environment free from discrimination on the basis of sex, including sexual assault and sexual harassment.

COTC and Ohio State Newark utilize a variety of approaches to prevent and redress sex discrimination. We realize that individual community members who are affected in some way by sex discrimination may benefit from many sources of support and assistance. It is important that all members of our community know where to turn if they have a concern, need assistance or support, or would like to file a complaint.

For up-to-date information regarding policies, procedures and support resources, please visit:
http://www.cotc.edu/titleix
Campus Parking
Students may only park in white-lined student/visitor parking spaces 24 hours a day, seven days a week. Student parking permits are available at the Public Safety-Security Office at 105 Warner. There is no charge for student permits.

Disability Parking
Handicap and Disability parking is reserved solely for those with State of Ohio issued disability placards. The owner of the placard must be present in the vehicle when parked. Citations for parking in Disability spaces without the appropriate placard will result in citations issued by both Newark Security ($50.00) and/or OSU Police and local Police ($500.00) and a mandatory trip to Municipal Court.

Dorm Parking
The parking lots surrounding the Newark Residence Halls (lots L+M) are reserved solely for residents and employees of the dorms. A vehicle parked there must have a Resident Hall permit 24 hours a day, seven days a week.

Speed Limits
The speed limit on University Drive and the Sharon Valley extension to the dorms is 25 MPH maximum. The speed limit is rigorously enforced by electronic means and is controlled with speed bumps. The speed limit in parking lots is 10 MPH.

Parking Enforcement and Citations
If you are issued a citation and do not pay the fine at the Fees and Deposits Office, Hopewell Hall, before the deadline stated on the citation, late fees will apply. The Newark Campus reserves the right to freeze your transcripts/account and/or tow your car if you accumulate three unpaid violations during the current academic year. If your car is towed, you must first pay the outstanding fines at the Fees and Deposits Office and then pay the towing company to secure the release of your car. The towing company will charge $60.00-80.00 depending on the type of vehicle plus $15.00 a day for storage.

Student Academic Support Services
COTC offers a variety of free services to help ensure student success. Below you will find a brief description of the services available. You can find detailed information in myCOTC under: “Academic Life” and “Campus Life.” While the resources may be housed on the Newark campus, extended campus students have access to these resources and several are available at all campuses.

See “Student Academic Support Services” under Academics in myCOTC for details on the support services listed below:

Center for Student Success (CSS)
The Center for Student Success represents a collection of FREE services, for which links are provided at: www.cotc.edu/success.

- **Communication Resource Center (CRC)** assists students with improvement of written and spoken communication skills. The CRC is housed in Warner Center, Room 214; CRC hours are also available at each extended campus.

- **Learning Skills Specialist** provides advice and resources to enhance learning inside and outside of the classroom.
  - Areas of support include: study skills, time management, note taking, test-taking strategies, and learning through technology.
  - Services are available to students on all COTC campuses in-person and online.
  - Contact Ferdinand Avila-Medina: Warner Center, Room 208; phone 740-366-9247; email fmedina@cotc.edu; text 740-261-6607; myCOTC>Academics>Student Academic Support Services>Learning Skills Specialist

- **Math Learning Center** assists students with improvement of math skills. The Math Learning Center is housed in Warner Center, Room 202; Math Learning Center hours are also available at each extended campus.

- **Testing Center** administers many types of tests, including, but not limited to, placement testing, proficiency tests, make up tests, and class tests for students with authorized accommodations. The Testing Center is located in Hopewell Hall, Room 88. Each extended campus also has a test proctor to administer various tests.

- **Tutoring Center**
  - Tutoring is provided on a walk-in basis with no appointment required.
Tutoring Center is housed in Warner Center, Room 211 on the Newark Campus. Extended campus students should visit their Gateway for information on the “Tutor Center Liaison” who can assist in connecting students with resources available on the extended campus. The Tutoring Center does not provide tutoring in COTC Math, Writing, or GENR courses. Instead these services are provided through the CRC and Math Learning Center. Online tutoring is provided through eTutoring. More information is available on the Tutoring web page.

**Student Life**

Learning occurs in every corner and space throughout the university, all day and every day. The Office of Student Life is central to this process, offering students comprehensive, co-curricular programs and services to support them as they transition into and through the university and prepare for their chosen professions and to live in a global society.

- Call the Office of Student Life for more information: 740-364-9578

**Counseling Services**

- Counseling Services are free to all currently enrolled students and provides help for anxiety, depression, relationship problems, crisis situations, and many other issues.
- Counseling Services is housed in the Warner Center Suite, Room 226. Services are available at extended campuses by appointment.
- Call 740-364-9578 to schedule an appointment.

**Disability Services (DS)**

- Provides free programs and services designed to help qualified students with disabilities have full access to college life at all COTC campuses.
- Case by case services may include: authorized accommodations, adaptive technology, transition planning, and referrals to other departments.
- Students are encouraged to contact the Office for Disability Services in the early stages of their college planning. DS is housed in the Warner Center Suite 226. Call 740-366-9441 to schedule an appointment, or visit [http://www.cotc.edu/Life/Pages/Disability-Services.aspx](http://www.cotc.edu/Life/Pages/Disability-Services.aspx)

**Multi-Cultural Affairs**

- Promotes cultural awareness events and programs both on and off campus and create an environment that is conducive to the overall collegiate experience for students regardless of ethnicity, socio-economic status, origin, gender, race, sexual orientation or disability.
- Strives to develop comprehensive programs to increase retention of minority students for academic success and professional development as well as collaborate with other offices and the community to create an inviting and relaxed atmosphere that promotes inclusiveness for all students.
- Call 740-366-9443 for more information or visit [http://www.cotc.edu/Life/Pages/Office-of-Multi-Cultural-Affairs.aspx](http://www.cotc.edu/Life/Pages/Office-of-Multi-Cultural-Affairs.aspx)

**Student Activities**

- Involvement in campus activities provides many new challenges and opportunities to learn and grow.
- Campus clubs and organizations match a variety and diversity of interests and needs.
- Social cultural, political, religious, and community service organizations are a few of the possibilities.
- Call the Office of Student Life for more information: 740-364-9578 or visit [http://www.cotc.edu/Life/student-involvement-creating-experience-for-life](http://www.cotc.edu/Life/student-involvement-creating-experience-for-life)

**Recreation and Intramurals**

- Adena Hall at the Newark campus serves as the recreation facility for campus. The gymnasium and two conditioning rooms are available for a variety of recreational and fitness activities for students.
- Intramural sports are available for students of all skill levels to stay active and compete with other students.
- Contact 740-366-1351 ext. 20104, or visit myCOTC> Campus Life>Recreational Sports
**Career Services**
The Office of Career Development & Experiential Learning provides students and graduates with individualized career planning and consultation with a variety of topics including:
- Career assessment for undecided students, including FOCUS 2 (web-based career assessment tool)
  - See next page for FOCUS 2 information
- Job search strategies
- Labor market information
- Assistance with resumes & cover letters
- Practice interviews
- Support in seeking experiential learning opportunities
- Electronic job & internship board
- Located in Warner Center Suite 226
- Contact Derek Thatcher at 740-366-9453 or dthatche@cotc.edu, or visit: http://www.cotc.edu/Life/Pages/CareerDevelopment.aspx

Focus 2 is a self-paced, online career and education planning tool for college students. It will enable you to self-assess your career-relevant personal qualities and explore career fields and areas of study that are most compatible with your assessment results.

**Focus 2 Provides:**
- Career assessments
- Occupational information
- Videos about various career fields
- Career planning tools
- Career options by education level
- Side-by-side occupational comparisons

**To optimize your use of Focus 2, be sure to:**
- Complete the “Self-Assessment” section within the program
- Schedule an appointment with the Office of Career Development to review your results by calling 740.366.9453.

**To get started with Focus 2:**

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<tr>
<th><strong>First-time users:</strong></th>
<th><strong>Returning users:</strong></th>
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</thead>
<tbody>
<tr>
<td>Access Focus 2 under the Career Services tab in myCOTC.</td>
<td>Log in Now using the account you have already created.</td>
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<tr>
<td>Create a New Account Use the following ACCESS CODE when prompted – COTC</td>
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<tr>
<td>Choose a username and password for future use. Be sure to remember your personal username and password as the Office of Career Development will not have it on file.</td>
<td></td>
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</tbody>
</table>

Remember, choosing a program of study and career path is your own responsibility and no assessment or career advisor can make these difficult decisions for you. However, FOCUS 2 is a great place to start and the Office of Career Development is here to help you weigh your options.
Library
The Newark Campus Library is home to over 55,000 books and connects students with resources from all over the state, easily allowing students to work on their research papers from both on and off campus. Located in the Warner Center, library services include:

- **Research librarians** assist students with locating the books, articles, and any other sources they need to successfully complete their assignments. Librarians are available in person, phone, email, and chat.

- **OhioLINK** provides access to nearly 50 million books, over 100 online article databases, and thousands of images and videos. Students can request books from other college libraries and have them sent to any COTC campus location. Newspaper and journal articles are available through the online databases, allowing students to work from home or on campus. When signing into the online databases or requesting a book, remember to put the letters CT in front of your ID number, so that the system knows you are a COTC student.

- **Reserve items** such as lab manuals and some textbooks are available at the circulation desk; please stop by or call to see if your instructor has placed a book on reserve for your class.

- **Ten study rooms** are available on the Newark campus; a great place for group work or if needs a quiet space to focus and study. Check at the Library Circulation Desk to use one of these rooms.

Contact Information: [www.cotc.edu/library](http://www.cotc.edu/library)  Phone: 740-366-9307  Email: [AskUs@cotc.edu](mailto:AskUs@cotc.edu)

**Hours during the academic year:**
Monday – Thursday: 8 a.m. - 10 p.m.; Friday: 8 a.m. - 5 p.m.; and Sunday 1 p.m. – 5 p.m.

**Hour during semester breaks:**
Monday – Friday, 8 a.m. - 5 p.m.

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**Academic Policies and Procedures**
It is important to familiarize yourself with the Academic Policies and Procedures at COTC. You can view these Policies and Procedures by visiting my.cotc.edu>Academics>Academic Policies and Procedures.

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**Code of Student Conduct**
The code of student conduct is established to foster and protect the core missions of the college, to foster the scholarly and civic development of the college's students in a safe and secure learning environment, and to protect the people, properties and processes that support the college and its missions. You can view the Student Code of Conduct as well as the Student Handbook by visiting my.cotc.edu>Campus Life>Student Handbook.

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**Policy for Drug Free Schools and Campuses**
The Policy for Drug Free Schools and Campuses can be viewed by visiting my.cotc.edu>Academics>Gateway Advising>Orientation and Student Success. This policy identifies rules regarding drug and alcohol use by faculty, staff, and students whether they are on campus or engaging in campus related activities.

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**Calendar Information**
It is important to stay on track with important dates and deadlines. The Academic Calendar can be found by visiting my.cotc.edu>Academics>Academic Calendar. You can find the following dates and many more by viewing the Academic Calendar:

- Semester start dates
- Add/drop deadlines
- Graduation petition deadlines
- Holidays

*Note: There are different “start” and “drop” dates depending on whether the classes are semester-long courses or “flex” classes such as CPR and Basic Health Care Skills.*
## Tips for Success

- **Prioritize college**
  - Set aside time for study each week. It can be tempting to skip classes in college. Don’t do it! Obviously, missing classes hurts you academically, but also financially - financial aid is affected by poor grades and poor attendance. Not only can your financial aid be cancelled, you may owe the College money.

- **Put your cell phone on vibrate**
  - Cell phones can be distracting to you, your classmates and your instructor. Be courteous; silence your phone and resist the temptation to use it during class.

- **Get to know your instructors and fellow classmates**
  - Your instructors are your most valuable resource. Introduce yourself to your faculty member and classmates. Get involved in class discussions. Exchange contact info with other students in case you are absent and need to find out what you missed. Consider forming a study group.

- **Visit the Gateway**
  - Gateway advisors are available on all COTC campuses. The Gateway is often your first stop for assistance and information.

- **Use a planner, online calendar or your smart phone to stay organized**
  - Your life is too busy to keep track of assignments and deadlines without writing them down.

- **Be aware of important COTC dates and deadlines**
  - Go to my.cotc.edu. Click the “Academics” tab and then “Academic Calendar.”

- **Check your COTC email daily**
  - Email is COTC’s official communication with students. Get in the habit of logging on to my.cotc.edu every day for news, announcements and current information.

## Habits of Successful College Students

- **Be Proactive**
  - Be responsible.
  - Take initiative.
  - Choose your actions, attitudes, and moods.
  - Don’t blame others for your inaction.

- **Begin with the end in mind**
  - Plan ahead: meet with your Advisor regularly.
  - Set realistic goals.
  - Do things that have meaning.
  - Make a difference.

- **Study**
  - Find a quiet place where you won’t be interrupted.
  - Stick to a schedule.
  - Discover the library.
  - Don’t overwhelm yourself: take a least one break every hour.

- **Get the right tools**
  - Get your textbooks and course materials.
  - Keep organized with binders, folders, and a calendar (paper, phone, tablet, or computer).
  - Use your syllabus as a planning tool for due dates, expectations, and rules.

- **Attend class**
  - Meet your instructor early in the semester. If enrolled in an online class, email your instructor introducing yourself.
  - Communicate with your instructor throughout regarding grades, upcoming absences, etc.

- **Don’t be afraid to admit you need help, then go get it**
  - Some materials will be difficult and challenging.
  - Visit the Math Learning Center and Communication Resource Center.
  - Schedule an appointment to see the Learning Skills Specialist.

- **Take care of yourself and have fun!**
FERPA-Family Educational Rights and Privacy Act of 1974

What is FERPA? Family Educational Rights and Privacy Act of 1974
A federal law designed to protect the privacy of educations records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

The Essence of the Act:
- College students must be permitted to inspect their own education records
- School officials may not disclose identifiable information about students nor permit inspection of their records without a student’s written permission unless such action is covered by certain exceptions permitted by the Act.

Directory Information
Students choose to have directory information released or withheld when they apply to the College. Changes can be made by visiting The Gateway office.
Directory information includes:
- Name
- Dates of Enrollment
- Major
- Degrees or Awards Received (including honors list)
- Hometown
- Veteran/Military status

Confidential Information Release
For students and individuals approved by the student to be able to speak to COTC staff members about personal information they must complete the Confidential Information Release Form. Information that can be released is limited. You must know your COTC ID number and code word when calling the College. Information cannot be released to you by phone if you don’t know your code word. If you listed someone on a Confidential Information Release form, that person must know your COTC ID number and code word when calling COTC to ask specific questions on your behalf.

Please note that the Office of Student Life requires a separate release form to be signed by the student for access to information about Student Conduct and Disability Services. The Confidential Information Release Form is strictly for The Gateway, Financial Aid, Fees & Deposits and Academic Affairs.
Ordering Textbooks Online - A step by step guide

Step 1: Log into your myCOTC, On the left drop down the “menu” and choose “Campus Life” then choose “Bookstore”.

Step 2: Once you are on the bookstores website, click the “Textbooks” tab, which will be at the top of the page.

Step 3: From the drop down menu, use your class schedule to select: Term, Department, Course, and Section. Then select ‘Find Materials’.  

EXAMPLE: BIO-110-NB
Step 4: When viewing your textbooks you will choose a purchase option. Depending upon the availability, you may have the ability to choose from new, used or rental. Rentals may save you approximately 49% off the price of a new book. **A credit card is required to secure a rental.**

Step 5: Once your selection has been made, click “Add selected items to Cart”.

Step 6: Review your cart items to ensure that everything is correct. Once you have what you need, click “Checkout”.

Step 7: Create an account or sign in if you are a returning user or link your Facebook account for easy sign-in.
Step 8: When selecting shipping method, you have many options available to you. Extended campuses will offer Pop-Up Bookstore hours. When using Financial Aid to pay, choosing "ship to my address" will delay processing. Financial orders cannot be shipped.

Step 9: Enter your card information and check to ensure the information you entered is correct. Click 'Place Order' to finish the process.

Step 10: You may use your financial aid funds to pay for your books and supplies, but remember if you choose to rent a book you still need to supply credit card information. You will need your student ID number to use financial aid.

Step 11: Choose the appropriate option:
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