

GET STARTED

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cotc.edu

Apply for Admission

Whether it is your first time in college or you are a transfer student, your first step to enrolling at COTC is simple. Start by submitting your free application online at cotc.edu/apply.

File the FAFSA

All students are encouraged to apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. COTC's federal school code is 011046. Applicants should submit the FAFSA as early as possible to maximize their financial aid. Additional documentation may be required before aid is awarded.

Submit your high school transcripts or GED

All students should submit official high school transcripts and/or GED to the Gateway. Transcripts may be used to waive placement testing or determine course placement. Transcripts are also used to determine scholarship eligibility and should be submitted far in advance of your first semester in order to determine your next steps in the enrollment process. Transcripts from foreign countries are required to be evaluated by a NACES member to determine the U.S. equivalency. Visit [NACES.org](https://naces.org) for a list of transcript service providers.

Submit your college transcripts (if applicable)

Transfer students should submit all official transcripts from prior colleges/universities attended to determine potential transfer credit. If you are applying to a selective program, submission of all transcripts is required. Transcripts from foreign countries are required to be evaluated by a NACES member to receive transfer credit and to be considered for a selective program. Visit [NACES.org](https://naces.org) for a list of transcript service providers.

Visit the Gateway

You are encouraged to schedule an appointment with a Gateway representative to discuss your educational and career goals. A Gateway representative will review your prior educational experience (transcripts) to determine if placement testing is needed.

College Placement Test

Some students may be required to take the ACCUPLACER placement test to determine course placement. COTC uses multiple measures for course placement, which means prior college coursework, high school GPA and courses, college admission tests (ACT/SAT), CLEP, Advanced Placement (AP) scores/International Baccalaureate (IB) scores, and/or College Placement Test may be used to place you into courses. To schedule the ACCUPLACER, contact the Gateway. Visit cotc.edu/ACCUPLACER for more information.

Orientation and Registration

After taking ACCUPLACER or having your placement waived, contact the Gateway to schedule a New Student Orientation at any campus. This is required of all new students to help acclimate you to COTC and learn about available resources. During New Student Orientation, you will participate in a group advising session and schedule your classes for the upcoming semester.

Contact the Gateway at a campus near you:

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

cotcadmissions@cotc.edu

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