Central Ohio Technical College Admissions Application:

College Credit Plus

Things to remember when completing the application:

- ✓ You must have your social security number in order to complete the application.
- ✓ If you are male and 18 years of age or older, you must submit your Selective Service number. If you do not know your number, you can look it up at www.sss.gov.
- ✓ Fields with a red asterisk (*) are required and must be complete before you can submit the application. Additional questions may become required based on your answers to a previous question.

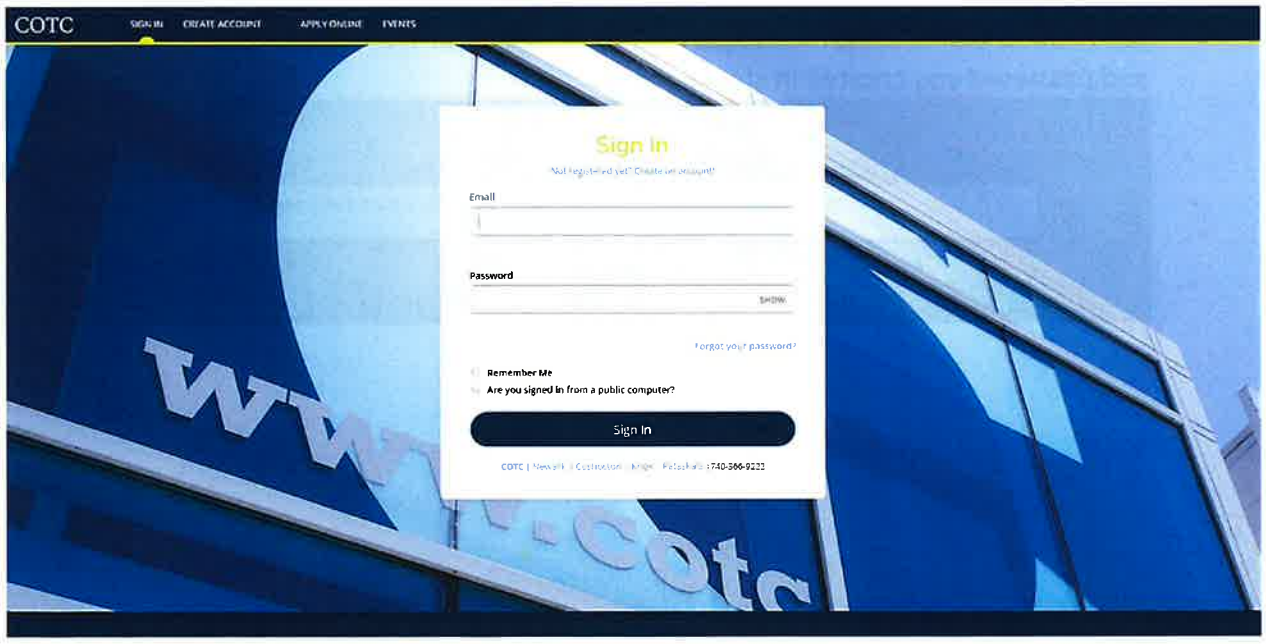
Completing the application does not guarantee acceptance to the program. There are additional admissions requirements that must be completed.

If you have any questions, please contact one of our four COTC locations:

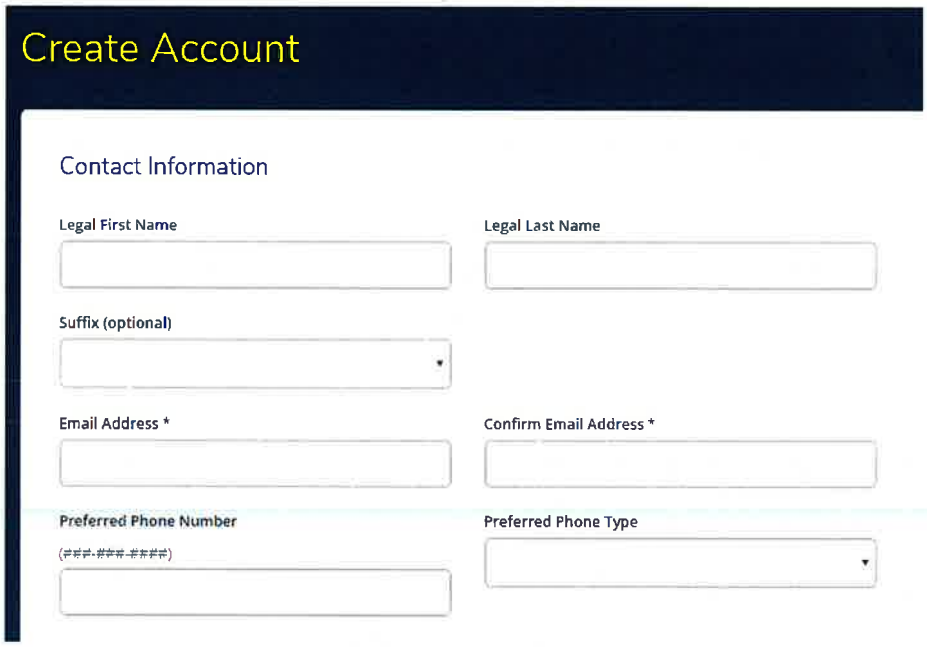
Newark Campus	Knox Campus
740.366.9222	740.392.2526
Coshocton Campus	Pataskala Campus
740.622.1408	740.755.7090

Apply Online at cotc.edu/apply

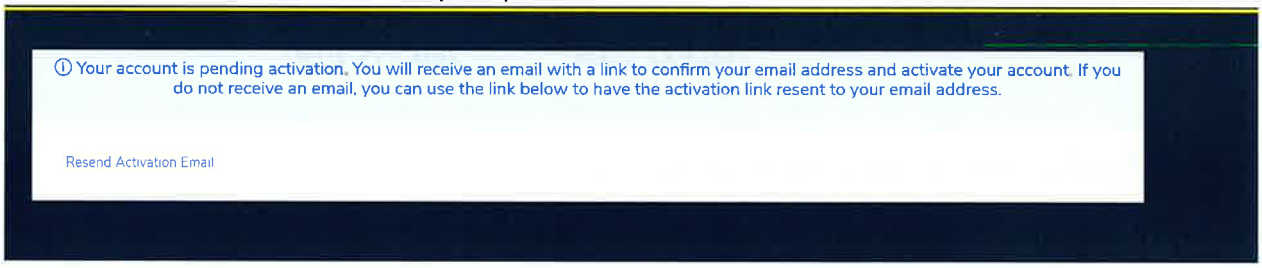
1. Click "Not registered yet? Create an account!"



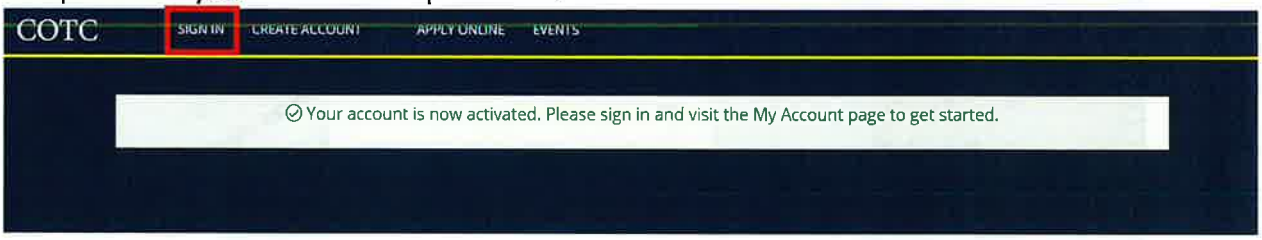
2. Create an account- Please be sure to take note of your username (personal email address) and password so you can log back in as a returning user, if necessary.



3. Activate your account. Once the create account submission processes, you will see this screen and are directed to check your personal email for an account activation link:

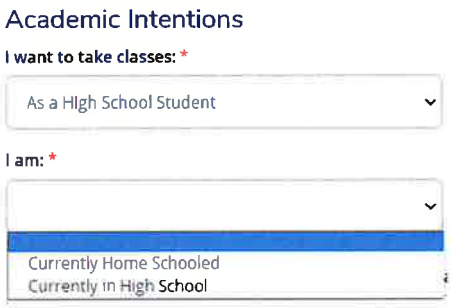


When the link is selected from your personal email, the prompt below will appear. You will need to click the sign in button at the top of the form and enter your email address and password you created in step 2 above.

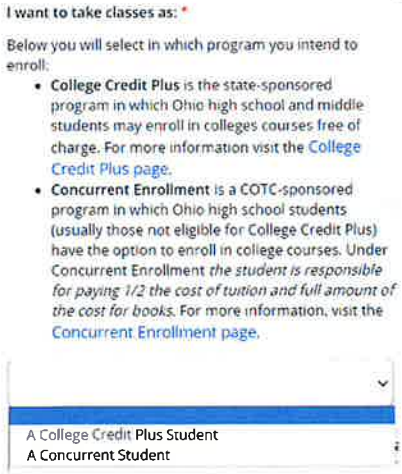


4. Click on "Create a New Application"

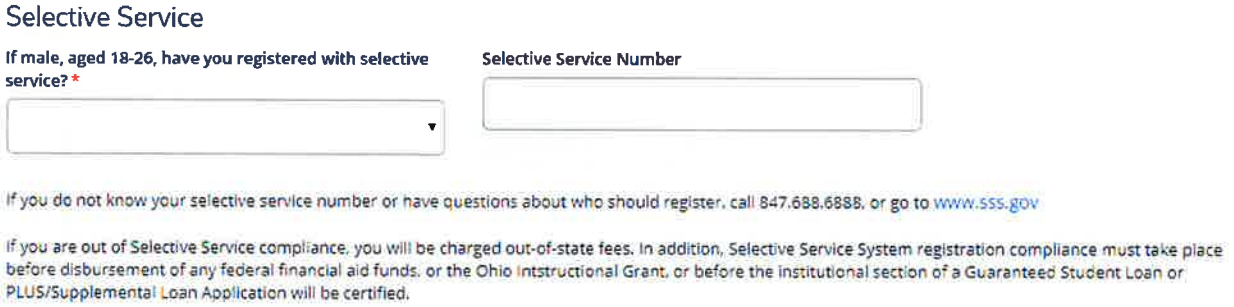
5. Under "Academic Intentions" you will have different options to choose from:
   a. **I want to take classes:**
      Choose 'As a High School Student'
   b. **I am:**
      Choose the appropriate selection



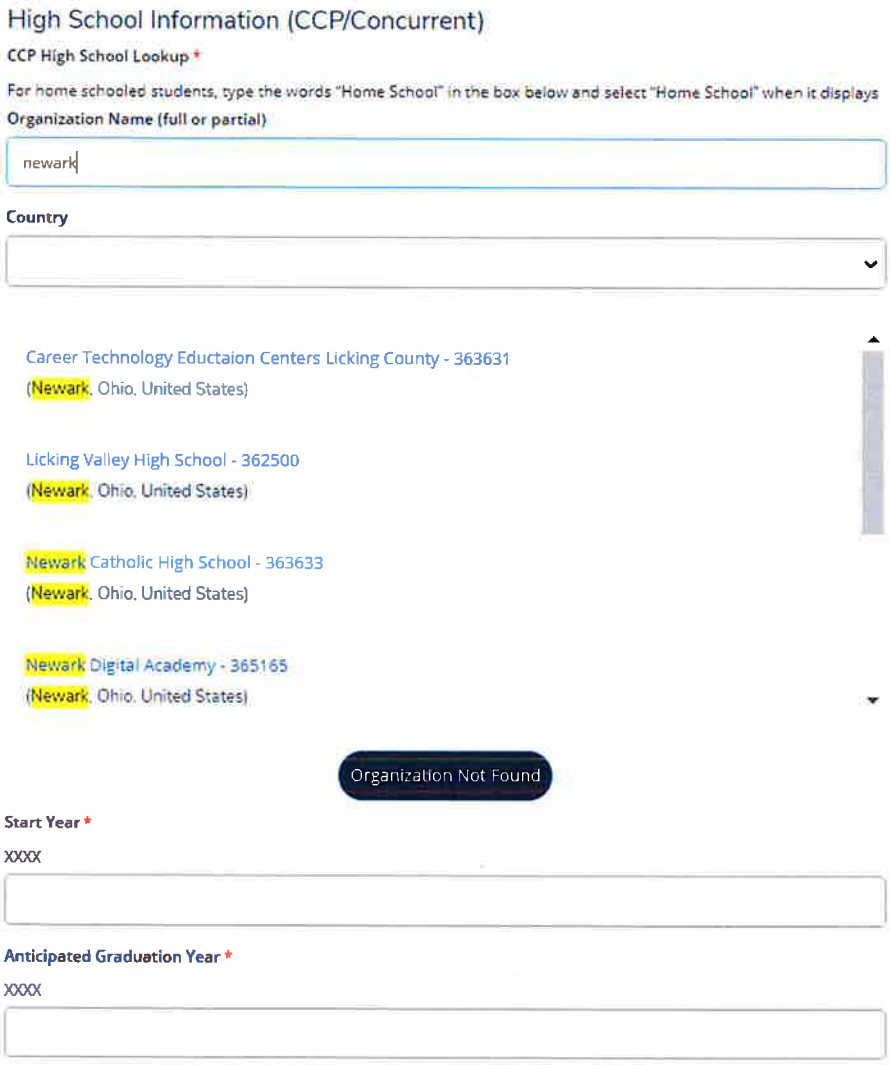
   c. **I want to take classes as:**
      College Credit Plus = attending classes at the college/online or at your high school
      Concurrent Enrollment = taking classes for ½ tuition at the college



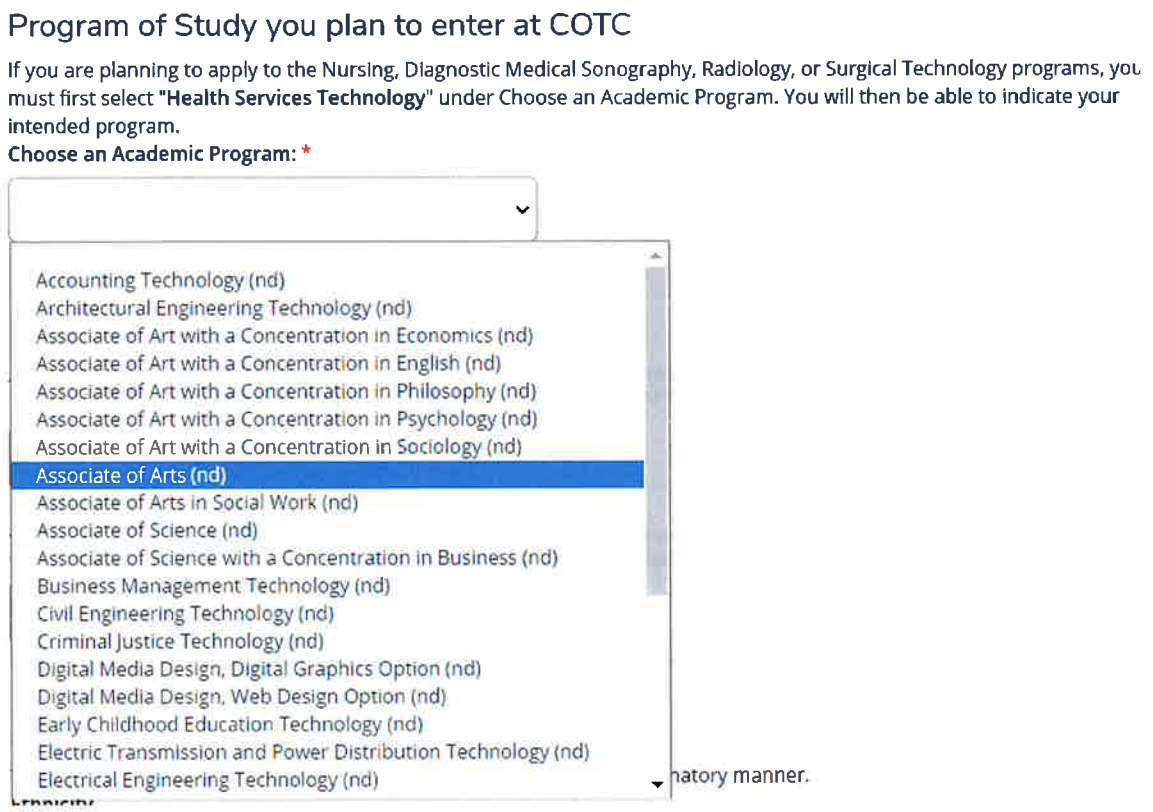
6. If you are male and 18 years of age or older, you must submit your Selective Service Number. If you are under the age of 18, please select "Not Applicable – I am under the age of 18". If 18 years or older, "Select Yes" and add your selective service number.



7. When typing your high school please use no abbreviations.



8. If you want to pursue a particular major, select the program from the drop-down list. If you are unsure, select Associate of Arts or Associate of Science.



Certification

Please affirm the following before you submit your application.
Do you certify the following? *

I understand that any information on my application submitted in error may require more information and/or documentation to correct.

Yes ● No

Do you certify the following? *

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Yes ● No

Do you certify the following? *

I understand that I have applied to the college and selective programs (Diagnostic Medical Sonography, Nursing, Radiologic Science Technology, and Surgical Technology) require an additional, separate application.

Yes ● No

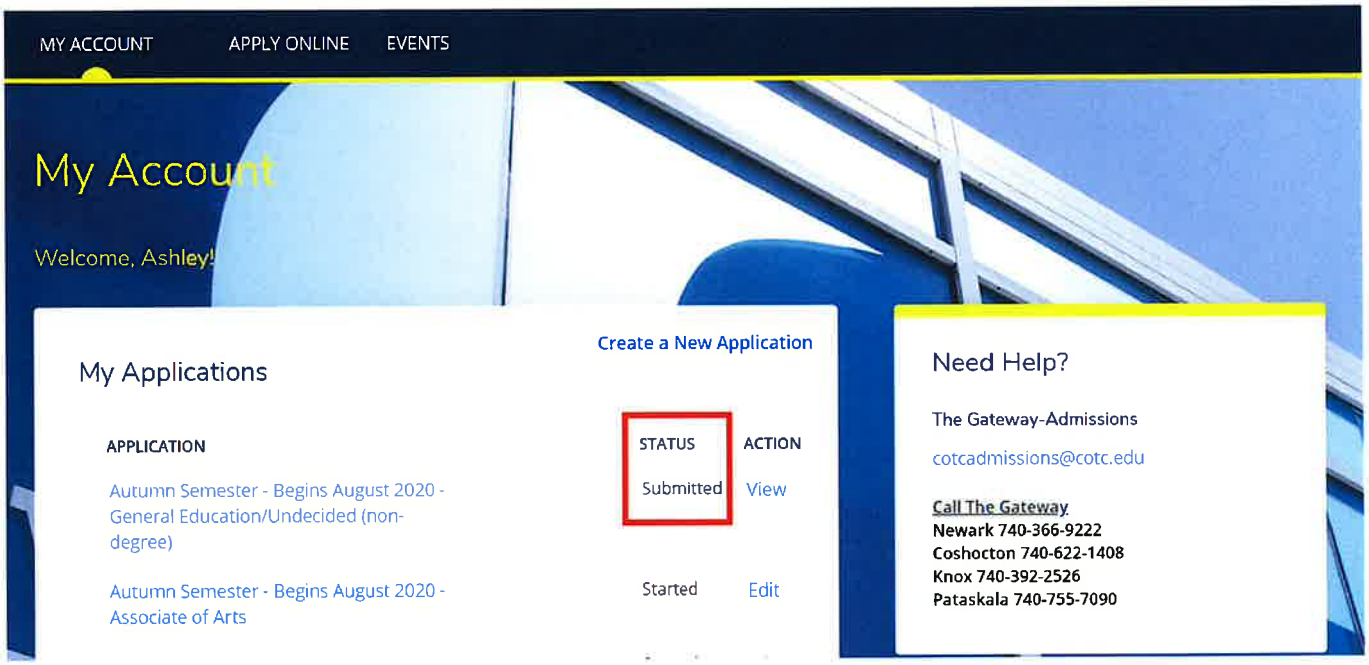
The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. The college reserves the right to retract admission if false information is given. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

12/2/2020

9. Once you have affirmed the Certification section, click submit. The field will turn red if it's not completed. If you do not know an answer to one of the questions (ie. social

security number, etc), then "Save" the application. Once you have the missing information you can log back into the application by entering your personal email and password.

10. Once you have successfully submitted your application under status it will say "Submitted".