

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](http://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 740.366.9222	Knox Campus 740.392.2526
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Coshocton Campus 740.622.1408	Pataskala Campus 740.755.7090
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**Apply Online at [cotc.edu/apply](http://cotc.edu/apply)**

1. Click “Not registered yet? Create an account!”

The screenshot displays the COTC website's navigation bar with links for SIGN IN, CREATE ACCOUNT, APPLY ONLINE, and EVENTS. A 'Sign In' modal form is centered on the page, featuring a white background and a blue border. The form contains the following elements: a title 'Sign In' in green, a link 'Not registered yet? Create an account!' in blue, an 'Email' input field, a 'Password' input field with a 'SHOW' toggle, a 'Forgot your password?' link, two checkboxes for 'Remember Me' and 'Are you signed in from a public computer?', and a dark blue 'Sign In' button. At the bottom of the form, contact information for COTC locations is provided: 'COTC | Newark | Coshocton | Knox | Pataskala | 740-366-9222'. The background of the page shows a blue-tinted image of a building with large 'www.cotc.edu' signage.

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.

## Create Account

Contact Information

Legal First Name	Legal Last Name
<input type="text"/>	<input type="text"/>
Suffix (optional)	
<input type="text"/>	
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Preferred Phone Number (###-###-####)	Preferred Phone Type
<input type="text"/>	<input type="text"/>

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:

ⓘ Your account is pending activation. You will receive an email with a link to confirm your email address and activate your account. If you do not receive an email, you can use the link below to have the activation link resent to your email address.

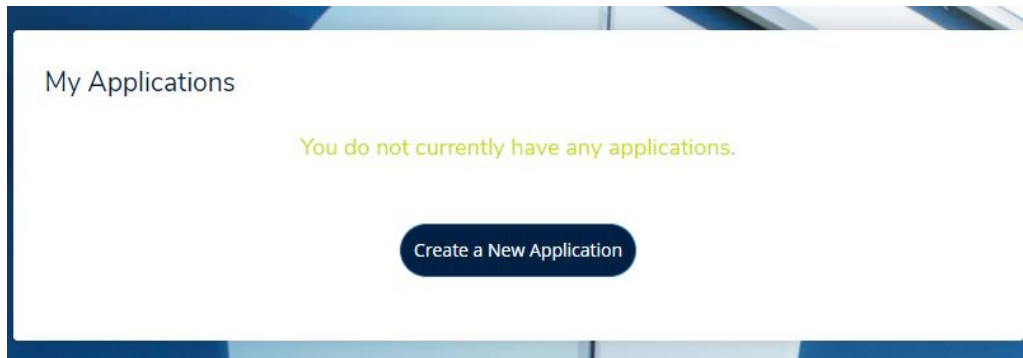
[Resend Activation Email](#)

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.

COTC **SIGN IN** CREATE ACCOUNT APPLY ONLINE EVENTS

✔ Your account is now activated. Please sign in and visit the My Account page to get started.

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

Academic Intentions

I want to take classes: \*

As a High School Student

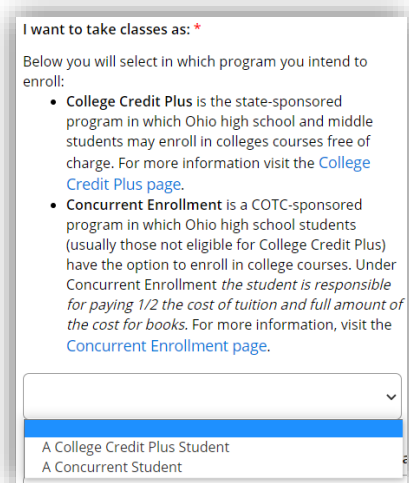
I am: \*

Currently Home Schooled  
Currently in High School

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.

### Selective Service

If male, aged 18-26, have you registered with selective service? \*

Selective Service Number

If you do not know your selective service number or have questions about who should register, call 847.688.6888, or go to [www.sss.gov](http://www.sss.gov)

If you are out of Selective Service compliance, you will be charged out-of-state fees. In addition, Selective Service System registration compliance must take place before disbursement of any federal financial aid funds, or the Ohio Instructional Grant, or before the institutional section of a Guaranteed Student Loan or PLUS/Supplemental Loan Application will be certified.

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

### High School Information (CCP/Concurrent)

CCP High School Lookup \*

For home schooled students, type the words “Home School” in the box below and select “Home School” when it displays  
Organization Name (full or partial)

Country

Career Technology Eductaion Centers Licking County - 363631 (Newark, Ohio, United States)
Licking Valley High School - 362500 (Newark, Ohio, United States)
Newark Catholic High School - 363633 (Newark, Ohio, United States)
Newark Digital Academy - 365165 (Newark, Ohio, United States)

Organization Not Found

Start Year \*

XXXX

Anticipated Graduation Year \*

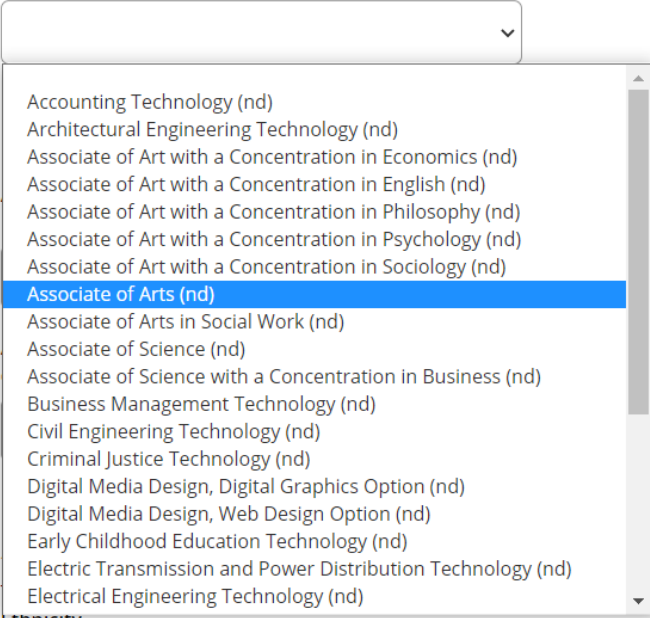
XXXX

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.

### Program of Study you plan to enter at COTC

If you are planning to apply to the Nursing, Diagnostic Medical Sonography, Radiology, or Surgical Technology programs, you must first select "Health Services Technology" under Choose an Academic Program. You will then be able to indicate your intended program.

Choose an Academic Program: \*



A screenshot of a web form's dropdown menu. The menu is open, showing a list of academic programs. The program "Associate of Arts (nd)" is highlighted in blue. The list includes various technology and arts programs, such as Accounting Technology, Architectural Engineering Technology, and Associate of Science with a Concentration in Business. The text "andatory manner." is partially visible at the bottom right of the dropdown area.

Program Name
Accounting Technology (nd)
Architectural Engineering Technology (nd)
Associate of Art with a Concentration in Economics (nd)
Associate of Art with a Concentration in English (nd)
Associate of Art with a Concentration in Philosophy (nd)
Associate of Art with a Concentration in Psychology (nd)
Associate of Art with a Concentration in Sociology (nd)
<b>Associate of Arts (nd)</b>
Associate of Arts in Social Work (nd)
Associate of Science (nd)
Associate of Science with a Concentration in Business (nd)
Business Management Technology (nd)
Civil Engineering Technology (nd)
Criminal Justice Technology (nd)
Digital Media Design, Digital Graphics Option (nd)
Digital Media Design, Web Design Option (nd)
Early Childhood Education Technology (nd)
Electric Transmission and Power Distribution Technology (nd)
Electrical Engineering Technology (nd)

- 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.

### 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 \*

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

MY ACCOUNT    APPLY ONLINE    EVENTS

## My Account

Welcome, Ashley!

[Create a New Application](#)

APPLICATION	STATUS	ACTION
Autumn Semester - Begins August 2020 - General Education/Undecided (non-degree)	Submitted	<a href="#">View</a>
Autumn Semester - Begins August 2020 - Associate of Arts	Started	<a href="#">Edit</a>

### Need Help?

The Gateway-Admissions  
[cotcadmissions@cotc.edu](mailto:cotcadmissions@cotc.edu)

**Call The Gateway**  
 Newark 740-366-9222  
 Coshocton 740-622-1408  
 Knox 740-392-2526  
 Pataskala 740-755-7090