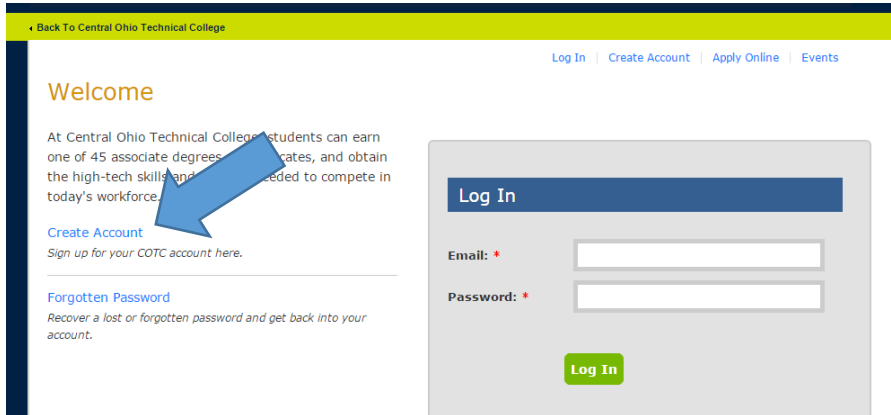


# Applying to Central Ohio Technical College:

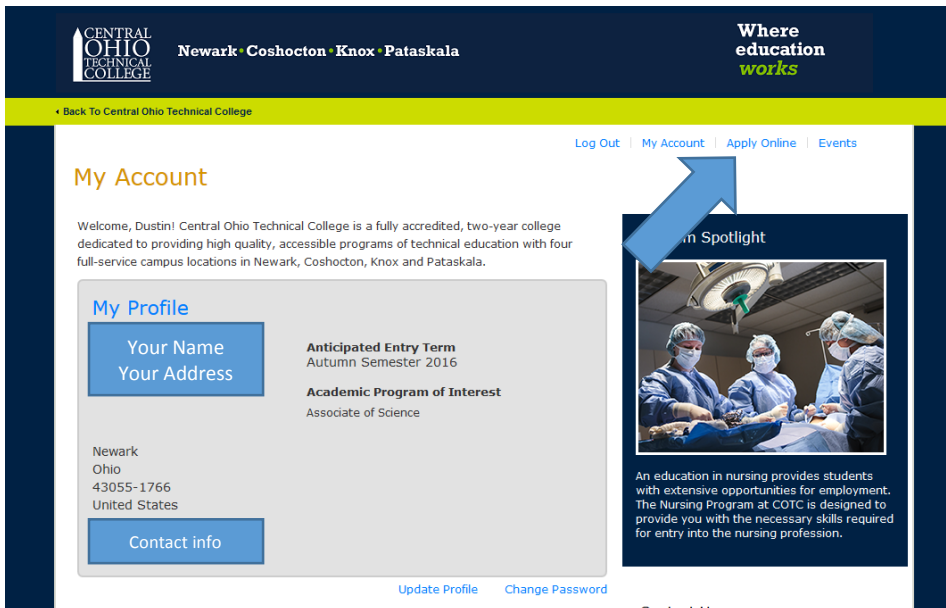
**YOU WILL NEED YOUR SOCIAL SECURITY NUMBER TO COMPLETE THE APPLICATION**



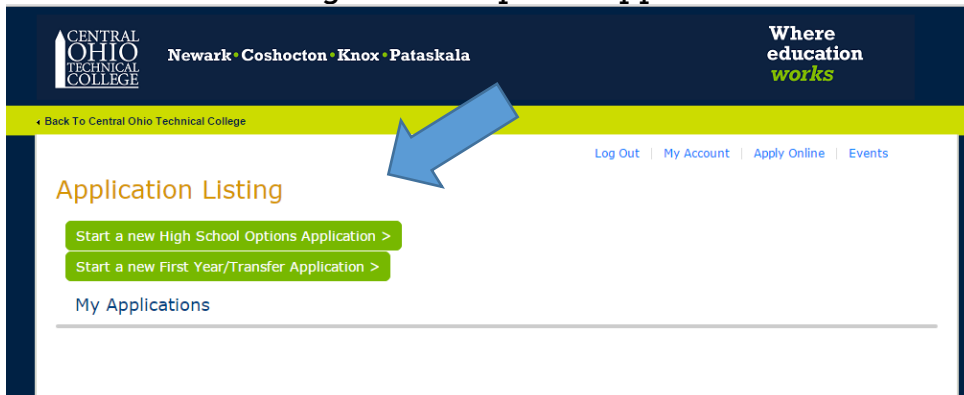
1. Go to [www.cotc.edu/apply](http://www.cotc.edu/apply)
2. Click "Create Account"



3. Enter all the required information into the form - \*WRITE DOWN YOUR USERNAME AND PASSWORD TO ACCESS YOUR COTC PROFILE IN THE FUTURE OR TO RETURN TO YOUR APPLICATION
4. You will now see your COTC profile. Click "Apply Online" in the upper right hand corner



5. Select "Start a new High School Options Application"



6. Fill out the required fields in the application
7. In the “ACADEMIC INTENTIONS” section of the applications be sure to select “A College Credit Plus student” in the dropdown for “I plan to attend COTC as:” (see below)

The screenshot shows the 'Academic Intentions' section of an application form. It features a blue header with the text 'Academic Intentions'. Below the header, there are three dropdown menus. The first is labeled 'I plan to attend COTC as \*' and has two options: 'A College Credit Plus Student' (which is highlighted) and 'A Concurrent Enrollment Student'. The second is labeled 'I plan to take most of my classes \*' and has one option: 'Newark Campus'. The third is labeled 'I plan to start classes \*' and has one option: 'Autumn Semester 2016'.

8. Once you have successfully submitted your application, you will see the following message on your screen.

The screenshot shows the 'Apply Online' confirmation page. At the top left is the Central Ohio Technical College logo and the text 'Newark • Coshocton • Knox • Pataskala'. At the top right is the slogan 'Where education works'. Below the header is a yellow bar with a 'Back To Central Ohio Technical College' link. The main content area has a blue background with the text 'Apply Online' in orange, followed by 'Your application has been submitted!'. A large red-bordered box contains the text: **CAUTION! IF YOU DO NOT SEE THIS SCREEN YOU HAVE NOT SUCCESSFULLY SUBMITTED YOUR APPLICATION TO COTC.** At the bottom of the page is the contact information: 'Central Ohio Technical College 1179 University Drive Newark Ohio 43055 740-366-9494'. There are also links for 'Log Out', 'My Account', 'Apply Online', and 'Events'.

If you have any questions or concerns regarding your application, please contact The Gateway at 740-366-9222 or [cotcgateway@cotc.edu](mailto:cotcgateway@cotc.edu).