 Registration & Orientation Checklist

1. Complete Registration for Class.

 \_\_\_Fill Out the Registration Packet (Completely).

 \_\_\_ Present 2 forms for proof of residency (see *Residency Acceptable Documents* on the

 OTC Website *ADMISSIONS* Page, for a list of acceptable ID’s and documents).

 \_\_\_Pay the $50.00 Registration Fee.

1. If Applying for Financial Aid, Go Online & Complete the Application for Federal Financial Aid at:

 Federal Student Aid [www.fasfa.ed.gov](http://www.fasfa.ed.gov) (OTC School Code: 032303)

 VA Benefits www.ebenefits.gov

 \_\_\_ After applying for Financial Aid, SUBMIT a copy of the confirmation email showing you have

 applied, with your registration packet, to the OTC REGISTRAR.

 \_\_\_ Make an appointment with the OTC Financial Aid Specialist.

 \_\_\_ If Financial Aid is NOT necessary, SELF PAY at REGISTRAR.

 3. Read the OTC Student Handbook and Policies.

 View or Download the Student Handbook on the OTC Website *Admissions or Home* Page.

1. IMPORTANT! Watch the Orientation Videos (Mandatory to watch Campus Orientation in its entirety).

 Located on the OTC Website *ADMISSIONS* Page. Consult the OTC office if you do not have video access.

 \_\_\_ Upon Completion of the Orientation Videos, Complete the Online Survey!

 (To Access to the Survey, View the Video for Instructions).

 \_\_\_ IMPORTANT! PRINT, SIGN, and SUBMIT the Orientation SURVEY to your Instructor or the Front Office

1. Semester Tuition is DUE prior to the FIRST day of class!

**\*Nursing Students –** Please See Nursing Application Packet for Additional Instructions about Entrance Requirements and Testing**.**