



# TRANSFER STUDENT Enrollment Checklist



## GUIDE TO ENROLLING

Transfer students are those interested in continuing their education at Owens Community College after attending another college.

### ○ **Apply for Admission**

Complete an online new student application at [www.owens.edu](http://www.owens.edu). On the application, you will be asked to provide additional information about how you would describe yourself as a student at Owens - please select **Transfer Student**.

**Schedule a Campus Visit:** Visiting campus is important, and we are proud to show you what we offer! While not required, Owens provides several opportunities for you to learn about our academics, campus and student life, the registration process, and more. Sign up online at [www.owens.edu](http://www.owens.edu). You can also call (567) 661-7777 (Toledo) or (567) 429-3509 (Findlay) anytime to see up an appointment with your admissions representative. We are also happy to help you complete your admissions application!

### ○ **Submit your Previous Academic Documents**

Our Records office will evaluate your documents to determine your next steps. You will need to have the following documents sent to the Records Office:

1. High School or GED transcript - must be a sealed official transcript
2. ACT/SAT score, if applicable (required for Health Admissions)
3. College Transcripts - must be a sealed official transcript

### ○ **Activate your Ozone Account**

Ozone is the student portal that will be used for many reasons: check your Owens email, register for classes, accept financial aid, pay your bill, check final grades, and more. Your user name will be provided to you once your application is processed. Please watch for your acceptance letter. Should you need sooner, please contact the Help Desk at (567) 661-7120. Your initial password will be six numbers including: 2-digit birth date, 2-digit birth year, and the middle 2 digits of your SSN. You will need to change your password and answer six security questions when you log in for the first time.

Example:



### ○ **Complete Enrollment Steps**

Enrollment steps include placement testing, orientation, advising, and registration. As a transfer student, you may or may not need to complete these steps. Submitting a sealed official transcript is key to knowing which steps you need to complete.

#### **Placement Testing:**

Owens uses a placement test to advise students. If you have not previously taken college-level English or Math or the ACT or SAT in the past two years, you will need to complete a placement test to assess your skills in reading, writing, and math. Contact Testing Services at (567) 661-TEST for additional information.

#### **Attend New Student Orientation:**

This is a requirement for all new students at Owens. You will learn how to use your Ozone account, how to pay for college, how to register for classes, and more. Contact Admissions with questions specific to orientation. Orientation can be completed on its own or as part of a one-day event.

#### **Meet with an Advisor:**

You will meet one-on-one with an advisor to discuss your next steps. Your advisor will help guide you through which courses to take. Depending on the number of credits you transfer, you may also choose to attend a registration event where you may receive course recommendations. Contact Advising at (567) 661-2387 to make an appointment.

### ○ **Registering for Classes**

#### **Online Registration:**

You will register for classes through your Ozone account. You received your log-in information when you completed your application. You will log into Ozone, click on the Academic Info tab, and click on Add/Drop Classes. If this is your first time clicking on Add/Drop Classes, there will be a few requirements to complete.

1. Select your Term
2. Confirm your Personal Information
3. Complete the Financial Agreement

After completing these steps, you will be able to start a class search. You should know which campus you want to attend and the subject and class number (for example, ENG 111) in order to search for classes.

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## ○ Financial Aid, Scholarships, and Tuition/Fees

Owens has many scholarship opportunities for both new and continuing students. Visit [www.owens.edu/financial\\_aid/scholarships.html](http://www.owens.edu/financial_aid/scholarships.html) for a full listing and deadlines.

You will also want to file the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) prior to the start of each school year. The FAFSA opens on October 1 and will let you know if grants and student loans are available to help pay for the expenses of college. Owens school code is 005753.

You will view your bill through your Ozone account. There are a variety of payment options available including federal student aid, scholarships, employee tuition assistance, and payment plans. Please contact the Oserve office at (567) 661-SERV with questions.

## ○ Student ID

All students can get a student ID once they are registered for at least one course their first semester. For more information visit [www.owens.edu/expresscard](http://www.owens.edu/expresscard).

Students can get their ID on the Toledo-area Campus in Alumni Hall at the Department of Public Safety. Students can get their ID on the Findlay-area Campus in the Education Center, room 115.

## Academic Calendar:

### SPRING SEMESTER 2018

January 8	Classes begin (Classes may have varying start dates; refer to the class schedule for start dates and locations)
January 15	Holiday - College closed
March 5 - 11	Spring Break - No classes (no weekend classes*)
April 29	Last day of classes
April 30 - May 3	Final exam week
May 4	Commencement

### SUMMER SEMESTER 2018

May 14	Classes begin (Classes may have varying start dates; refer to the class schedule for start dates and locations)
May 28	Holiday - College closed
July 4	Holiday - College closed
July 22	Last day of classes (10 week, 8 week, and last 5 week terms)
August 5	Last day of classes (8 week and last 6 week terms)

### FALL SEMESTER 2018

August 27	Classes begin (Classes may have varying start dates; refer to the class schedule for start dates and locations)
August 31 - September 2	No weekend classes*
September 3	Holiday - College closed
November 11 - 12	Holiday - College closed
November 21 - 25	Holiday - College closed
December 9	Last day of classes
December 10 - 13	Final exam week
December 14	Commencement
December 24 - January 2	College Closed - Holiday Break

\*Weekend classes include Friday evening, Saturday and Sunday classes

## Resources:

### Tutoring Services

[www.owens.edu/learning](http://www.owens.edu/learning)

- Math Tutoring Center
- Accounting Tutoring Center
- IST Tutoring Center
- Science Center
- Writing Center
- Economics (Toledo only)
- Language Lab (Toledo only)

### Disability Services

[www.owens.edu/disability\\_services](http://www.owens.edu/disability_services)

### Library

[www.owens.edu/library](http://www.owens.edu/library)

### Veterans Services

[www.owens.edu/veterans](http://www.owens.edu/veterans)

### Child Care Center

[www.owens.edu/childcare](http://www.owens.edu/childcare)



## Tuition:

For a complete breakdown of tuition and fees for the upcoming semester, please visit:

[www.owens.edu/bursar/tuition.html](http://www.owens.edu/bursar/tuition.html)

Tuition and fees are subject to change.

For more information, contact the Oserve Office:

(567) 661-7378 (SERV)