



ENROLLMENT CHECKLIST



GUIDE TO ENROLLING

Owens Community College appreciates the time you are spending serving, or have served, our great nation. We look forward to serving you as Owens becomes part of your life! We know that balancing college life with your many military, career, family and personal responsibilities can be extremely challenging. We want to help you achieve your personal goals and get the most out of your college education.

○ **Apply for Admission**

The admissions application is available online at www.owens.edu. On the application, you will be asked to provide additional information about how you describe yourself as a student. Be sure to answer that you are currently serving, or have served in the Armed Forces.

Request 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. You can also call (567) 661-7777 anytime to see up an appointment with your admissions representative. We are also happy to help you complete your admissions application!

○ **Submit your Academic Transcripts**

You will need to submit an official high school or GED transcript to our Records Office. Request **ALL** college/university and military transcripts.

All transcripts must be received in a sealed envelope. Your transcripts should be sent to Owens Community College/Records Office, P.O. Box 10,000, Toledo, OH, 43699-1947.

- For Army, Coast Guard, Marine Corps, and Navy transcripts, request online through Joint Services Transcripts: <https://jst.doded.mil>
- For Air Force transcripts, request online through the Community College of the Air Force: www.au.af.mil/au/ccaf

○ **Activate your Ozone Account**

Ozone is the student portal that will be used for many reasons: to 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.

○ **Complete Enrollment Steps**

Enrollment steps at Owens include placement testing, orientation, advising, and registration. We offer many opportunities to complete your enrollment steps in one day. Visit www.owens.edu/nso to see upcoming dates and for more information. You can visit www.owens.edu/nso to see upcoming orientation and one day event dates.

Placement Testing: Owens uses a placement test to advise students on which classes to take the first semester of their freshman year. You will be tested on your reading, writing and math skills. Contact Testing Services at (567) 661-TEST for additional information. Students needing accommodations for their testing should contact Disability Resource Center at (567) 661-7007. You can choose to complete placement testing at any time or take care of this requirement during a one-day event.

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.

Advising and Registration: You will be assigned an academic advisor based on your chosen major. Your advisor will help guide you through which courses to take during your time at Owens. You will register for classes each semester through your Ozone account.

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○ **Apply for Educational Benefits:**

Eligible Veterans, Military, and family members must complete additional benefit applications for funding.

- Complete the VONAPP (Veterans Online Application) for your GI Bill® benefits. Once completed, the VA will send you a Certificate of Eligibility (COE). Owens Veterans Services will need a copy of the DD214 - Member Copy 4, the COE to certify classes and the filled out Semester Enrollment Form on the Veterans Services webpage.
- Active Members of the Reserve and National Guard branches will need to meet with their Training NCO to provide a Notice of Basic Eligibility (NOBE) to use the Ohio National Guard Scholarship or Tuition Assistance.
- Immediate family members who are using the educational benefits will need to provide the military member's DD214 and the student will provide a copy of either a Marriage Certificate (spouse) or Birth Certificate (dependent).
- Any new student using an education benefit needs to watch the New Student Orientation with Veterans Services available on Blackboard.

Contact us:

(567) 661-7777

View the Academic Calendar at:

owens.edu/academics/academic-calendar

Tuition:

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

owens.edu/bursar/tuition

Tuition and fees are subject to change.

For more information, contact Student Services:

(567) 661-2387

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COMMUNITY COLLEGE

R.12/2020

Your *Success* Starts Here.

