



# HIGH SCHOOL Enrollment Checklist



## GUIDE TO ENROLLING

Thank you for considering Owens Community College for your higher education journey! The following information is your ultimate guide to becoming an Owens student. We are here to help you at any step along the way!

### ○ Apply for Admission

The admission application is available online 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. You will select **Beginning Freshman**. If you took courses as part of College Credit Plus, you will still choose **Beginning Freshman**.

**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 set up an appointment with your admissions representative. We are also happy to help you complete your admissions application!

### ○ 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.

**To activate your Ozone account:**

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 middle 2 digits of your social security number. You will then need to change your password and answer six security questions when you log in for the first time.  
Example:



### ○ Submit an Official High School Transcript and test scores

Request that an official high school transcript be sent to Owens. If you have taken the ACT or SAT, those scores can be sent on your transcript. We will also need an official FINAL high school transcript after graduation.

*ACT or SAT scores are not required for admission to Owens, but are needed for admission into our health programs.* You can mail your transcripts to Owens Community College, Records Office, P.O. BOX 10,000, Toledo, OH, 43699.

### ○ 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](http://www.owens.edu/nso) to see upcoming dates and for more information. Visit [www.owens.edu/nso](http://www.owens.edu/nso) to see upcoming Orientation and One Day Registration dates. Check with your Admissions representative to see which steps you will need to complete:

- **Placement Testing:** All new students are required to complete placement testing in order to be advised into classes. If you have prior college credit or have taken the ACT or SAT, you may not need placement testing. You will be tested in reading, English, and math. Speak to your admissions representative about your test scores.

Contact Testing Services at (567) 661-TEST(8387) for additional information. Students needing accommodations for their testing should contact Disability Services at (567) 661-7007. You can choose to complete placement testing at any time or 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. Visit [www.owens.edu/nso](http://www.owens.edu/nso) for information.

- **Advising and Registration:** You will be assigned an academic advisor based on your chosen major. This person 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.

### ▶ Save your Ozone account log-in information:

User \_\_\_\_\_

OCID# \_\_\_\_\_

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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 you are eligible for possible grants and student loans to help pay for your college expenses. 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(7378) with questions.



## ○ Student ID

All students will receive 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

## Key Steps During Your Senior Year:

### SEPTEMBER - DECEMBER:

- Apply to Owens at [www.owens.edu](http://www.owens.edu)
- Take the ACT
- Submit high school transcripts and ACT scores
- Attend the Owens visit at your high school and come visit campus
- Start researching scholarship opportunities
- Complete the FAFSA

### JANUARY - MAY:

- Apply for scholarships
- Start working through next steps (placement testing, orientation, and advising/registration)
- Stay in contact with your admission representative
- Notify high school on where you are attending college

### JUNE - AUGUST:

- Request final high school transcripts be sent to Owens
- Finalize next steps and register for classes
- Finalize financial aid and look at bill
- Check your Ozone account and Owens email for important information
- Get your student ID card

For more information, please call:

(567) 661-7777 (Toledo) | (567) 429-3509 (Findlay)  
or email [admissions@owens.edu](mailto:admissions@owens.edu)



*Your Success Starts Here.*

## 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)



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