



If you plan to qualify for **A+ Eligibility** after graduation and plan to attend OTC in the **2012 Summer** or **Fall** semester, this checklist can help make the transition from high school to college a little easier. If you plan to attend a different MO public community college, check with that college or visit their website to access *new student* information.

Seniors: Registration for 2012 Summer or Fall classes for NEW college students begins on Tuesday, May 1, 2012, and requires completion of all steps listed below BEFORE registering.

- OTC's website www.otc.edu has a wealth of information for college students.
- Student Services (447-6900) is also a valuable OTC resource if you have questions.

Access OTC's website at <http://www.otc.edu/First-time-students.php>

- **PRINT THE FIRST TIME STUDENTS CHECKLIST** The online checklist will provide a **timeline** and **links** to:
 - **APPLY FOR ADMISSION**—Do this before you do anything else! Mark on the application that you're a potential A+ Qualifier.
 - **APPLY FOR ADMISSION BEFORE FILING THE FAFSA.** This signals OTC to set up your student file for any paperwork or test results that may be sent.
 - If you're seeking admission to one of the selective admission programs—*Dental Assistant, EMT, Dental Hygienist, Occupational Therapy Assistant, Practical Nursing, Physical Therapy Assistant, Respiratory Therapy, Surgical Technology, Health Information Technology, or Chef Apprenticeship*—you'll need to complete an additional application and meet other requirements.
 - **COMPLETE ORIENTATION**—All new OTC students are required to complete the orientation prior to meeting with an advisor and enrolling in classes.
 - **TAKE THE PLACEMENT TEST**—Placement testing is required for all students who don't have ACT scores. Test scores determine placement in English, reading, and math classes. If you don't have an ACT score, or if you think OTC's placement test might result in a higher score for math and English, make arrangements to take an OTC placement test. Allow up to 2 hours for testing and scoring. You may or may not meet with an advisor after the test—this will be determined by OTC.
 - **TAKE A FREE CAREER ASSESSMENT**—If you're undecided on a college major or are unsure of a career plan, take advantage of the free career assessment option. Career assessments should be completed BEFORE attending a *STAR Seminar*. Visit the website for more information or to schedule an appointment.
 - **ATTEND A STAR SEMINAR**—*Student Advising and Registration* seminars are required for all new OTC students on the Springfield and Richwood Valley campuses and must be scheduled in advance. Visit the website for more information or to schedule an appointment.
 - **GET YOUR OTC SMARTCARD**—All students are required to have an OTC SmartCard.

Apply for a FAFSA PIN (*Free Application for Federal Student Aid Personal Identification Number*)

- To speed the process, **seniors** and **one of your parents** should apply **NOW** for a PIN at www.pin.ed.gov With a PIN, you're able to electronically sign your FAFSA, make corrections to the submitted application, and review your processed application on the web.

Complete the FAFSA online at www.fafsa.ed.gov Supply student and parent e-mail address when filing your FAFSA—it's the fastest way to receive information regarding the status of your application. Before filing the FAFSA, check out these and other online resources from the FAFSA website [[Student Aid on the Web](#)] [[Tools and Resources](#)]

FAFSA on the WebSM Worksheet

Some students prefer to complete something on paper before completing the online FAFSA. A worksheet has been designed specifically for this purpose. The FAFSA on the Web Worksheet tells you what documents (for example, your tax forms) you'll need to refer to as you fill out the FAFSA, and it shows you the FAFSA questions so you can fill in your answers in preparation for applying at <http://www.fafsa.gov/> The Worksheet is an optional tool; you can go straight to the FAFSA website to apply if you prefer.

PDF FAFSASM

You have the option of applying for federal student aid by completing a PDF form of the FAFSA. The PDF FAFSA is available for you to print and fill out manually or is screen-fillable.

Completing the FAFSASM

If you're not sure how to answer a question on the FAFSA form and/or you're wondering, "Why do they ask that?," or saying, "My family situation is different, now what do I do?," Completing the FAFSA explores the purpose of FAFSA questions and discusses how information should be reported in some unusual cases.

FAFSA4casterSM

If you want to begin exploring your financial aid, FAFSA4casterSM is for you! By using FAFSA4caster, you and your family will receive an early estimate of eligibility for federal student aid.

FAFSASM Demo Site

This Web site is a demonstration version of the FAFSA on the Web, Corrections on the Web, and Student Access. It offers all the features of the production versions, except that no data is processed. At the site you learn to complete a sample FAFSA, make corrections, check the status of the FAFSA and electronically sign the FAFSA.

IMPORTANT—FILE THE CORRECT FAFSA WHEN USING A+ SCHOLARSHIPS!

- **ENROLLING FOR SUMMER 2012 COLLEGE SEMESTER:** 2012 graduating A+ seniors need to file the 2011-2012 FAFSA using information from 2010 student and parent tax forms.
- **ENROLLING FOR FALL 2012 COLLEGE SEMESTER:** 2012 graduating A+ seniors need to file the 2012-2013 FAFSA using information from 2011 student and parent tax forms.

FAFSA GUIDELINES WHEN USING A+ SCHOLARSHIPS

- Making a good faith effort to first secure all available federal sources of financial aid that don't require repayment is an important requirement of A+ eligibility. The FAFSA is considered your good faith effort.
- **NEW!** All A+ qualifiers may use their A+ Scholarship the summer semester immediately following high school graduation if enrolled full time. **See the information section immediately above to file the correct FAFSA.**
- If a student fails to file the FAFSA prior to college enrollment, access to their A+ Scholarship may be in jeopardy. If all other A+ requirements have been met, the student is considered A+ Eligible and can receive the A+ Stamp on their graduate transcript. *If the FAFSA is not filed and processed, state funded tuition reimbursement will not be allowed.*
- Filing the FAFSA isn't a one-time requirement. You MUST file an updated FAFSA each year you're enrolled in college.

Be aware of OTC's priority deadline for applying for financial aid

What is a priority deadline? It takes a significant amount of time for financial aid to be processed. Awareness of financial aid processing timelines and payment timelines help students have realistic expectations.

In order for your annual financial aid application to be processed in time to pay for your semester's tuition and other fees charged, you must have all required documentation turned in to OTC's Financial Aid office by the Priority Deadlines below.

Semester	Priority Deadline Date
Summer 2012	May 1, 2012
Fall 2012	July 1, 2012

- If you miss the financial aid priority deadline for the semester you plan on attending, OTC will still process your financial aid if you are eligible. However, you will be responsible for paying your tuition and fees, books and other expenses accrued from enrolling until grant/scholarship/loan funds are received. For more information, visit <http://www.otc.edu/financialaid/1767.php>
- **Important:** If your completed FAFSA report is not received before the start of 2012 Summer or Fall classes, you may need to register as a "self-paying" student—with four equal payments—and make the first payment out of pocket. After the FAFSA is completed and processed, you may re-enroll in e-Cashier as a financial aid student and A+ will reimburse the first payment to you and pay the remaining balance to OTC. Be sure to talk to an OTC advisor if you have questions about this process!

Enrolling in OTC's eCashier Payment Plan

- After the FAFSA is processed, an *Expected Family Contribution (EFC)* report will be sent to you and to OTC. After the EFC is received and you have registered for classes, you may enroll in e-Cashier as an A+ student to defer your billing. *The deferment choice is called **Option A**.*
- Forgetting to sign up for e-Cashier will cause your classes to be cancelled if you miss your deadline.
- A+ DOES NOT cover the \$35 e-Cashier fee since it is not a common student fee. GHS students should be prepared to pay this expense out-of-pocket each semester. Students must enroll in e-Cashier each semester to defer billing of eligible tuition and common fees to A+.



Request an official A+ high school transcript be sent to OTC

- Final transcripts will be sent from Glendale's A+ Office to OTC in late June or early July, 2012. Transcripts of A+ eligible grads will be stamped to show A+ eligibility before being sent to OTC.
- Students may receive MULTIPLE reminders from OTC that your transcript has not been received. PLEASE KNOW that I will be sending your A+ stamped transcript as soon as it becomes available. I will make sure this is done!

College level A+ questions

- For more OTC A+ information, go to <http://www.otc.edu/financialaid/A+.php>
- Linda Johns, A+ Coordinator at OTC, can answer college level A+ questions after your graduation from high school

OTC 2012 Summer classes begin June 4. OTC 2012 Fall classes begin August 20.

Important: GPA, attendance, and citizenship compliance are cumulative through seniors' last day of attendance at GHS. Please continue to monitor requirements of eligibility through the end of the semester.

Graduates and/or parents will be financially responsible for all college expenses during the 2012 Summer or Fall semester if A+ requirements (and A+ eligibility) are not met.

COLLEGE LEVEL A+ REIMBURSEMENT INFORMATION

The A+ Scholarship will reimburse the unpaid balance of **tuition** and **general fees** after all available, non-loan federal financial assistance, such as the federal Pell Grant, has been applied to the account. This may result in a zero award if a Pell grant is sufficient to cover all tuition and general fee charges, but the recognition of being an A+ graduate remains intact. General fees are fees that are charged to all students and do not include fees specific to an individual program or group of students. Reimbursement will be made for completed coursework for which a standard grade was assigned and that is required by the institution for degree or certificate completion. The amount reimbursed may be reduced if there are insufficient state appropriations

The amount of reimbursement paid for coursework for which a standard grade was not assigned (dropped coursework), including coursework in a withdrawn status, will be deducted from subsequent reimbursement requests. Repeat coursework will not be reimbursed. Coursework that is part of a higher level certificate or degree taken after receipt of a certificate will be reimbursed if it is related to the original certificate.

All A+ qualifiers may use their A+ Scholarship the summer semester immediately following high school graduation if enrolled full time.

MAINTAINING POST-SECONDARY A+ ELIGIBILITY

Students must be enrolled full-time, maintain a minimum 2.5 cumulative GPA, and maintain a cumulative completion ratio, if established by the college. If students lose their A+ eligibility, they can regain it within the 48-month period immediately following high school graduation by re-establishing their GPA and/or completion ratio. A+ will not pay for coursework while students are working to re-establish their eligibility.

POSTGRADUATE ELIGIBILITY EXPIRATION

Eligibility expires when the earliest of the following occurs:

- 48 months after completion of high school coursework (*Students providing service to any branch of the U.S. armed forces can defer their eligibility beyond the 48 months if they return to full-time status within 12 months of the end of their military service*)
- Receipt of an Associate's degree
- Completion of 105% of the hours required for the program of study in which a student is currently enrolled. **The 105% limit includes** 1) all hours, including developmental/remedial hours, taken at the student's current post-secondary institution; 2) all known hours, including developmental/remedial hours, taken at any other A+ eligible institution; and hours taken at any non-eligible A+ institution, including out-of-state institutions, that the current institution accepts in transfer. **The 105% limit excludes** 1) college credit hours earned for work completed before high school graduation, including (but not limited to): dual credit, dual enrollment, Tech Ed articulation, AP, International Baccalaureate; and 2) hours from a non-participating institution not accepted in transfer by a participating institution