

# Enrollment Checklist

## ▣ Visit Terra State

While this is optional, you are encouraged to visit campus to see if Terra State is the right fit for you. Check out [Terra.edu/Visit](http://Terra.edu/Visit) to schedule your visit. Family and friends are welcome.

## ▣ Apply for Admission

Complete the FREE application for admission, available at [Terra.edu/Apply](http://Terra.edu/Apply).

## ▣ Provide Transcripts of Prior Learning

If you have earned a high school or GED diploma, the appropriate transcript must be submitted to the Office of Admissions at [Admissions@Terra.edu](mailto:Admissions@Terra.edu). The high school transcript must indicate you have graduated or the GED certificate must include test scores. Failure to submit the appropriate record will prevent you from registering after your first semester.

Have official transcripts sent directly from all previously attended colleges or universities to our Records Office (contact your previous institution for their method of ordering transcripts). You will receive an email when your transcripts have been evaluated. Please allow several days for evaluation.

If you have Career Technical or Adult Education program credit through a career center, bring your Tech Prep Passport or Articulated Credit Certificate to be evaluated by your advisor.

## ▣ Establish your myTerra Account

Use the T number you will receive in your acceptance letter to establish your account at [my.Terra.edu](http://my.Terra.edu) under the account management tab. After establishing your account, explore Banner Self-Service; the central on-line location where you can register for courses, view your account balance, accept financial aid, and much more. Banner Self-Service can be located under the links tab on [my.Terra.edu](http://my.Terra.edu).

## ▣ Apply for Housing

Visit [Terra.edu/Housing](http://Terra.edu/Housing) to explore our residence hall options and reserve your spot in The Landings at Terra Village.

## ▣ Apply for Financial Aid

First, complete the Free Application for Federal Student Aid (FAFSA) online at [www.StudentAid.gov](http://www.StudentAid.gov) and enter Terra State's code #008278. Next, complete the Terra State Scholarship Application at [Terra.edu/Scholarships](http://Terra.edu/Scholarships). The scholarship priority deadline is March 1st for the next academic year. Financial Aid Advisors are available for further assistance at 419.559.2344 or [FinancialAid@Terra.edu](mailto:FinancialAid@Terra.edu).

## ▣ Complete Title IV Consent

By choosing to authorize, a student agrees to allow Terra State to apply your financial aid to cover costs not associated with tuition and fees. To complete the Title IV Consent Form, please log into Banner Self-Service and locate Title IV Consent Form.

## ▣ Complete Placement Testing

Placement testing is required for all new degree-seeking students and any student wishing to take a class with English, math or computer placement prerequisites. Placement can be determined by submitting ACT scores (code #3353) or by completing a Terra State placement test. Contact the Academic Service Center to schedule a test at 419.559.2109.

Students who have disabilities or suspect they may require special accommodations when taking a placement test should also contact Academic Service Center at 419.559.2109. Practice test information is available at [Accuplacer.Collegeboard.org](http://Accuplacer.Collegeboard.org).

## ▣ Meet with an Admissions Advisor

Schedule an appointment to meet with your advisor by contacting the Office of Admissions. Your advisor will discuss your educational and career goals, review your selected program of study, discuss financial aid and answer your questions. Additionally, your advisor will make recommendations for courses to take your first semester and help you register for classes.

## ▣ Secure a Book Voucher

If you wish to obtain a book voucher, you must submit authorization to transfer excess financial aid to your Terra State student ID. You may place excess refundable financial aid up to a maximum of \$1200 to purchase books and supplies. To establish a book voucher you need to access Banner Self-Service, click on the student tab, and then click the student account link and locate the link titled "Transfer of Excess Financial Aid" to the Terra State ID Card. Please note authorizations must be completed by 11:59 p.m. for book vouchers to be available the next business day at 12 noon.

## Contact Information:

Office of Admissions  
Roy Klay Hall, Room A100  
419.559.2349  
[Admissions@Terra.edu](mailto:Admissions@Terra.edu)

