



## Enrollment Checklist

Terra Community College  
2830 Napoleon Road  
Fremont, OH 43420  
419.559.2349  
toll-free 866.AT.TERRA, ext. 2349  
[www.terra.edu](http://www.terra.edu)

- ❑ **Visit Terra-** The best way to see if you will like Terra is to VISIT! Call Admissions and Enrollment Services at 419.559.2349 or e-mail [admissions@terra.edu](mailto:admissions@terra.edu) to sign up. Families and friends are welcome.
- ❑ **Apply for Admission-** Complete the Application for Admission. Online applications are available at [www.terra.edu](http://www.terra.edu)
- ❑ **Provide Transcripts of Prior Learning** to the Records Office, located in Roy Klay Hall, Building A, room 200, extension 2333. Documents may include:
  - High school transcript - Submit transcripts from all high schools attended.
  - GED - submit a copy of your certificate and GED (General Equivalency Diploma) scores.
  - Articulated credit - Submit any certificates of articulated credit
  - Transfer students - Submit official transcripts from all previously attended colleges. Your transfer credit will be evaluated and results mailed to you.
- ❑ **Apply for Financial Aid-** Applying for financial aid electronically saves time. First you will register for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). Next, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Terra's code # is 008278. Next, apply for scholarships at Terra. Specialists are available to assist you in Roy Klay Hall, Building A, room 200, extension 2344.
- ❑ **Complete Placement Assessment-** Placement assessment is required of all new degree-seeking students, and any student wishing to take a math, English or other courses with placement prerequisites. Placement may be established by submitting ACT scores, or by completing the COMPASS assessment. Contact Admissions and Enrollment Services to schedule an appointment. Practice questions are available online at [www.act.org/compass](http://www.act.org/compass). My appointment is on \_\_\_\_\_ at \_\_\_\_\_ in building A, room 100.
- ❑ **Meet with an Advisor-** All degree-seeking students are encouraged to meet with an advisor prior to registering for classes. The advisor will review your academic goals and help you select classes that are right for your goals. My appointment is on \_\_\_\_\_ at \_\_\_\_\_ in building A, room 100.
- ❑ **Register for Classes-** After you have met with an advisor, complete a course registration form and submit it to the Records Office in Building A, room 200. You will be officially registered for classes only after you submit the request to the Records Office.
- ❑ **Attend Orientation-** All students are strongly encouraged to attend New Student Orientation to learn more about the resources available to help you. Orientation sessions are offered the Thursday before the start of a new quarter.
- ❑ **Remember We Are Here to Help!** Whether you need assistance with a class, are looking for career guidance, are seeking Special Services or would like someone to review your schedule - we can point you in the right direction.