

Admission and Enrollment Check-list



1) Apply - **FREE** online OJC application at [OJC APPLY](#)

Colorado Residents: Be sure to check the opt-in box for **COF, College Opportunity Fund**

Once you have applied and received your student i.d. number (S#) you are ready to begin checking off the tasks in the following list to get enrolled for the upcoming semester.

2) Sign up for an [Orientation/Registration Fair](#)

Orientation/Registration Fairs are in-person events held throughout the year for students enrolling in future semesters. All new full-time students are required to complete some type of orientation and meet with an advisor before they register for classes.

3) Complete [OJC 101 an online New Student Orientation](#)

An introduction to OJC with information to help you get the most out of your college experience. Completing this task, as well as attending an Orientation/Registration Fair, is an expectation.

4) Log-in to your [MyOJC](#) Portal at www.ojc.edu. The [MyOJC](#) icon is in the upper left corner [STEP-BY-STEP INSTRUCTIONS](#)



5) Scroll down your Portal's homepage until you see the Navigate icon.

Click on the icon and go to the Navigate Platform. On your Navigate homepage, click on the **"My Major"** link on the left menu. Take the **Major Explorer** survey at this link.

6) Download the [Navigate App](#). Go to App Store or Play Store and search for Navigate Student
Install, open and select your college, Otero Junior College

7) Apply for [Financial Aid](#)

Apply for FAFSA - Free Application for Federal Student Aid
www.fafsa.ed.gov OJC School Code: 001362

8) Submit **High School and/or College Transcripts**

Transcripts must come from the previous educational institution, they cannot be mailed or hand-delivered by the student.

Official documents can be emailed to: admissions@ojc.edu or

Official documents can be mailed to: OJC Student Services, 1802 Colorado Ave., La Junta, CO 81050

9) Submit **ACT/SAT** or previous placement scores if available

If ACT/SAT scores are not on the official transcript, they must come from an official source, they cannot be mailed or hand-delivered by the student

10) Submit **Immunization Records** from your high school or doctor's office

Required - Proof of two MMR shots (Measles, Mumps & Rubella). A Meningococcal shot or waiver form is required for students living in the residence halls

11) Complete the [Student Payment Agreement](#)

12) Submit [Housing Application](#) and pay \$100 deposit (Residence Hall Students Only)

13) Verify or Register for [Selective Services](#) (Male Students Only)

14) Attend your selected [Orientation/Registration Fair](#) date. During this event you will:

Take your placement evaluation (if required)

Attend student success and information workshops

Meet with an advisor to chart your academic path and then get registered for classes

Meet with financial aid staff

Meet other students, faculty and key personnel who will help support your academic efforts

15) Purchase your **Books** at the [OJC Online Bookstore](#) after you get registered

16) Get your **Student ID** in the Student Services Office, McBride Hall Room 132

Student must show a valid government-issued form of identification