

To assist you in becoming a successful college student, follow, in order, the Steps to Success provided below.

✓ **Step 1: Admissions Application:** <https://www.openccapply.net>

- Apply online. Application is processed within 30 minutes.
- You will receive an email from Taft College that will have your Student ID number. (The number will start with A and have eight numbers, example A00556677). You can also call the **Counseling Center at 661-763-7748** to retrieve your Student ID number.

✓ **Step 2: Financial Aid:** www.fafsa.ed.gov

Complete the Free Application for Federal Student Aid (FAFSA).

- Apply for scholarships, view important deadlines and contact information. Find more information on the Financial Aid homepage.
<http://www.taftcollege.edu/admissions/financial-aid/>

✓ **NOTE If Applicable: Transcripts:**

If applicable, submit official transcripts from all prior colleges attended to the Admissions Office. Complete a Request for Transfer Credit Evaluation. Prior coursework applicable to degree completion will be posted on the Taft College transcript once 12 units have been completed.

✓ **Step 3: Orientation:**

<http://www.taftcollege.edu/admissions/orientation/>

Complete the Online Orientation.

- Student ID number required (A00 _____)

✓ **Step 4: Assessment/Placement:**

[Do I Need to Take the English/Math Assessment Test?](#)

Take the English and math assessment tests if you are planning to work towards an Associate Degree or transfer to a university.

- You may be exempt from taking the English/math assessment if you:
 - Earned a score of 3 or higher on an AP exam;
 - Achieved college-readiness in English and/or math on the Early Assessment Program (EAP) test taken in high school (applies only if you just graduated from high school); or,
 - Have taken assessment/placement at another college or completed an English and/or math class at another college. (Assessment scores or unofficial transcripts are required).
- Testing procedures:

Walk-in policy honored. No appointment is necessary.

- Bring a photo ID and your Student ID (A00 _____).**
- No calculators are allowed.
- Allow 1-3 hours for testing.

✓ **Step 5: Counseling/Workshops:**

<http://www.taftcollege.edu/admissions/counseling/>

- Call the Counseling Center to schedule a new student appointment.
- Bring unofficial or official transcripts from high school and from all prior colleges attended.**

✓ **Step 6: Registration:**

<http://www.taftcollege.edu/admissions/register/>

- Register for classes online using Cougar Tracks, or on-campus with a counselor or advisor.
- Username: Student ID number (A00 _____)
Password: birth date (mmddyy)
- Before you register, **make sure all prerequisite requirements have been met by either completing the prerequisite class or by assessment.**

✓ **Step 7: Payment of Fees:**

- Student fees can be paid on your Cougar Tracks account or you may contact the Taft College **Cashier 661-763-7713** and pay over the phone with a credit card, or on-campus with cash, check or credit card.
- Fee deadlines can be found on the TC website.
- If receiving financial aid, access your financial aid status information on your Cougar Tracks account or contact the **Financial Aid office at 661-763-7762.**

✓ **Step 8: Student ID Card:** www.taftcollege.edu/library/

- Student ID cards are available in the library 24 hours after enrollment into classes.
- Cards are free (if lost, replacement cost is \$2).

✓ **Step 9: Associated Student Body (ASB) stickers:**

<http://bookstore.taftcollege.edu>

- You must purchase an ASB sticker to participate in the textbook rental program. An ASB sticker can be purchased at the TC Bookstore or from the Cashier.
- Cost is \$30 per year: Sticker is valid for the fall, spring, and summer semesters of the academic year purchased.

✓ **Step 10: Textbooks:** <http://bookstore.taftcollege.edu>

The TC Bookstore is located at 515 Finley Drive.

You can find the books that are needed on your Cougar Tracks account or by taking your printed schedule to the TC Bookstore.

✓ **Step 11: Attend Classes:**

Attend your classes on the first day of school. You may be dropped from class if you fail to attend the first class session; this includes online classes.

**Taft College • 29 Cougar Court • Taft, CA 93268
Counseling Center • 661-763-7748 • Fax 661-763-7758**