

Student Checklist
Steps to be Completed for
Award of Tech Prep Articulation Credit
At Columbus State Community College

- Obtain a copy of the appropriate articulation agreement for your high school program
www.csc.edu/k12/HSAHOTP.htm College Tech Prep
- Complete the student portion of the agreement and request your high school teacher or guidance counselor to complete the rest and sign off on your course grades.
- Make a copy of the completed articulation agreement and keep it with your portfolio.
- Apply to Columbus State Community College
www.csc.edu Apply online
- Apply for Financial Aid – if interested, please allow approx. 7 weeks for processing
Complete the [Free Application for Federal Student Aid](#) (FAFSA) Forms available from any Financial Aid Office or at www.fafsa.ed.gov
- Complete the COMPASS Placement test
Places student into appropriate academic coursework
www.csc.edu/sstc/compass.htm Hours of operation & testing information
- Take your copy of the completed articulation agreement and your COMPASS Test results with you to Advising & Counseling Services to see a First Quarter Advisor.
- Submit the original completed articulation agreement to Records and Registration, Madison Hall Room 210.
- Schedule for classes per the recommendations of the First Quarter Advisor or your Program Advisor.
- Contact Records and Registration after you have successfully completed the required number of Technical credits for your articulation agreement. Records and Registration will transcribe the articulated courses onto your CSCC official transcript.

CSCC Admissions Office, MA 001	614/287-2669
CSCC Advising & Counseling Office, AQ 116	614/287-2668
CSCC COMPASS Testing Office, AQ 002	614/287-3602
CSCC K-12 Initiatives Department, SX 143	614/287-5961
CSCC Records & Registration, MA 201	614/287-2666
CSCC Financial Aid, RH Lower Level	614/287-2648
CSCC Student Assistance Center, MA 225	614/287-5538

