

New Student Checklist

Thank you for your interest in attending Sowela Technical Community College. This checklist is designed to help assist you with completing the admissions process and starting your academic career at Sowela. If you have any questions, our Admissions Office will be happy to assist you at 337-491-2688.

Complete an application for admission. You may download the application from our website at www.sowela.edu. Once at our website, click on the Admissions tab. Submit the application for admission along with a copy of your **driver's license and social security card**. If you are a male 18-25 years old, please submit a copy of your selective service card.

Request ONE of the following:

- An official copy of your GED scores.
- An official high school transcript (Necessary only if you graduated before 2004 or did not graduate from a Louisiana high school.)

Request an official transcript to be **mailed** from all previously attended universities or colleges.

Complete the immunization form (including your shot record).

Complete testing requirements. At Sowela we want to help you succeed at whatever training or degree you wish to pursue. In order to assist you with being successful we request that you do ONE of the following:

- Submit official ACT scores (scores cannot be older than five years)
- Schedule to take the COMPASS Placement test at Sowela.

The placement test [**Compass**] is given: Monday through Thursday (9am-3:30pm) and Friday (9am-12 noon). Evening testing is only offered the first Tuesday of every month at 5pm and you must call two hours prior to coming.

Apply for Financial Aid.

Schedule a new student orientation date. A letter will be sent to you with the dates for orientation once you have completed the application for admission.

Register for classes.

- After orientation students will meet with department advisors to discuss and create schedules.
- Have your Student ID picture taken at the specified location named during registration. Students must have a Sowela Student ID to participate in campus activities and library services.
- All students, including recipients of financial aid, must pay for tuition and fees. To ensure that your classes will not be dropped, please report to the Business Office by the fee payment deadline. The Business Office will give you a receipt of payment. **Remember you are not enrolled until tuition and fees have been paid!**
- Take your fee payment receipt to the Student Affairs Building to pick up parking hang tag and picture ID.

WELCOME TO SOWELA TECHNICAL COMMUNITY COLLEGE!