

Admission and Enrollment Check-list



1) Apply - FREE online OTERO application at [OTERO 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) Complete OTERO 101 an online [New Student Orientation](#)

An introduction to OTERO with information to help you get the most out of your college experience. You're expected to complete this task, as well as attend an Orientation/Registration Fair.

3) Log-in to your **MyOtero** Portal at www.otero.edu. The **MyOTERO** icon is in the upper left corner [STEP-BY-STEP INSTRUCTIONS](#)

4) 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.

5) Download the **Navigate App**. Go to App Store or Play Store and search for Navigate Student. Install, open and select your college, Otero College

6) Apply for **Financial Aid**

Apply for FAFSA - Free Application for Federal Student Aid can be found at <https://studentaid.gov/> . Click on **APPLY FOR AID** at the top of the page. Otero School Code: 001362

7) 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: Otero-admissions@otero.edu or

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

8) 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

9) 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

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

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

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

13) Complete the [OTERO Online Orientation](#)

The OTERO Online Orientation program is designed to provide new students with an introduction to Otero College's procedures, academic programs, financial aid, and student affairs.

14) Purchase your [Books](#) at the [OTERO Online Bookstore](#) after you get registered

15) Get your **Student ID** in the Student Services Office, McBride Hall Room 132 Student must show a valid government-issued form of identification.