



Admission Policies

OJC's admission policy reflects a belief that everyone should be given the opportunity to engage appropriate courses.

Students at least 16 years of age will in most cases be automatically admitted to OJC. Students who do not meet these requirements must first take a test to demonstrate their ability to benefit from college work.

Admission to the college does not assure that students will be admitted to the program they choose. Some instructional programs are limited to a certain number of students each semester. The college has established a priority system to assure that program applicants will be selected impartially.

New Students - Students should first submit an Application for Admission which is available online at www.ojc.edu by clicking on My OJC and then clicking on Apply to OJC, located near the bottom of the page. Applying early improves choices and makes entry into college smoother.

Re-admit Students - Students are required to re-submit an application for admission if enrollment at the college is interrupted for two or more semesters (including the summer term). Students may submit their application for admission online at www.ojc.edu by clicking on Future Students and Apply to OJC today!.

Transfer Students - Students wanting to transfer to OJC should have their previous official college transcript sent to OJC as soon as possible. Unofficial transcripts are not accepted and an official transcript must come directly from all colleges attended. Once an evaluation has taken place, the students will be sent an evaluation of the credits that are transferable to OJC. This process usually takes three weeks. Transfer students should be aware of Otero Junior College policy information. Only Otero Junior College coursework will be used in computing grade point averages for graduation and for any academic honors. Students must be in an Associate of Arts, Associate of Science, Associate of Applied Science or an Associate of General Studies degree program. Transfer of academic credit to the college is governed by the following policies and procedures: Otero Junior College may examine credits to ensure that the content is not outdated or obsolete; Otero Junior College accepts credit from postsecondary institutions that are accredited by one of the approved six regional accrediting associations or by specified articulation agreements; credit may be awarded for courses in which a grade of "D" was received. However, certain programs may exclude the use of coursework in which the "D" grade was received.

Following is the Colorado transfer appeals process. Contact the Vice President of Student Services if you have any questions.

Transfer dispute appeals process for Colorado public colleges and universities

1. Otero Junior College shall adhere to the Colorado Commission on Higher Education policy and general procedures for solution of transfer disputes.
2. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the Registrar at the receiving institution. The decisions made in the transcript review will be binding if the student fails to file a complaint within this time. Upon receipt of the student's written appeal, the receiving institution will have 15 days to respond in writing to the student.
3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving institution will attempt to resolve the dispute within 30 days from the receipt by the sending institution of the student appeal. Agreement between the sending and receiving institution will constitute a final and binding decision which the receiving institution will communicate to the student.

Colorado ASSET Students

Classification as a Colorado ASSET student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero Junior College.

Requirements for ASSET status students:

1. Have attended high school for three years immediately before graduating from a Colorado high school
2. Be admitted to a participating college within 12 months of graduating from a Colorado high school
3. If the student is not legally present in the U.S., they must sign an affidavit saying they are currently seeking or will seek legal status as soon as they are eligible.

For assistance with tuition classification, please contact the OJC Financial Aid Office: 719-384-6834.

More information on ASSET student classifications can be found at: www.ciccoloradoasset.org

Deferred Action for Childhood Arrivals (DACA) Students

Classification as a Deferred Action for Childhood Arrivals (DACA) student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero Junior College.

Requirements for DACA status students:

1. Have graduated from a Colorado high school or have taken the GED in Colorado prior to September 1, 2013
2. Were not accepted or attending college within 12 months of graduation
3. Documented 18 months of being physically present in Colorado on a continuous basis
4. Provide at least two of the following document:
 - If under the age of 23 and single, submit a copy of parent's lease, rental agreement or deed to their home where you reside in Colo.
 - Submit proof of employment such as a letter from an employer with dates of employment or submit two years of Colorado income taxes being filed
 - Submit a copy of your Employment Authorization Card

- Submit a copy of your Colorado ID or Colorado driver's licenses for the past 18 months

For assistance with tuition classification, please contact the OJC Financial Aid Office: 719-384-6834.

More information on DACA student classifications can be found at: www.ciccoloradoasset.org

Current High School Students/Post Secondary Options Act Students - The Post Secondary Options Act allows current students at Colorado high schools to enroll in courses offered by OJC. These courses will appear on an OJC transcript and credit for courses successfully completed may be applied toward a certificate or degree at OJC. High school students must complete an application for admission, provide an immunization record and complete the appropriate registration form. These forms are available from the OJC Student Services Center or from your local high school counselor. High school students are not eligible for financial aid.

Immunization - Colorado law requires first-time college students to provide proof of adequate immunization against measles. If born on or after January 1, 1957, or if living in the residence hall, students need to submit proof of two MMR shots (measles, mumps, rubella), one given on or after the first birthday and a second dose 30 days later. If the second measles dose came before July 1, 1992, the second mumps and rubella may be waived. In addition, all students living in campus housing must receive the Meningococcal (meningitis) vaccine or sign a waiver against it. Students should contact the Student Services Center for more information.

Pre-College Program and Orientation - Pre-college program students are encouraged to attend an orientation session prior to enrollment. Orientation provides general information on topics such as registration, advising, financial aid, support services, and campus activities; a campus tour is included.

Call 719-384-6857 to schedule a session.

For more information contact your high school counselor or call the OJC Student Services Center at 719-384-6831.