COC PTA PROGRAM APPLICATION CHECKLIST

Please follow these steps IN ORDER to make sure you have completed the application process thoroughly and accurately. Be sure to read the entire checklist to ensure eligibility. All deadlines must be met. Applicants who submit incomplete applications or who are missing any required documents will automatically be ineligible.

☐ 1. I have submitted a College of the Canyons application to Admission & Records for the semester I am applying to enter the PTA Program.

☐ 2. I have received and set up the following College of the Canyons account information.

- ☐ Student Identification (ID) number from Admissions & Records
- ☐ Set up My Canyons account
- ☐ Set up my.canyons.edu email address

☐ 3. I have requested the following documents be sent to Admissions & Records. It is my responsibility to ensure all documentation is received in Admissions & Records by the deadline of March 31.

- Current official transcripts from ***all*** colleges attended, *except* COC (must include all college coursework whether PTA prerequisites or not, including accredited, non-accredited and technical schools – ALL COLLEGES)
- For transcripts from other countries, an official sealed foreign transcript evaluation from a NACES approved agency
- Official military transcripts
- Official College Board AP Transcripts – ALL SUBJECTS (only if received a 3 or higher). *Since Advanced Placement is given college credit, it is considered a college transcript.*
- Make sure all submitted transcripts are current, including "IN PROGRESS" for PTA prerequisites (including from COC) and that they include overall college GPA. Please note that any In Progress report from another institution submitted with your application will require that you order updated copies of your official transcript after the semester to be submitted to Admissions and Records prior to June 20, the deadline when final selections will be made.
- *If you have Los Angeles Community College District transcripts, make sure your official transcripts are not electronic copies – must have overall GPA on transcripts submitted.*

WHEN YOU HAVE COMPLETED ALL OF THE ABOVE, YOU MAY CONTINUE:

☐ 4. I was given and have completed a COC PTA Program Remediation Plan in a previous application period, and I have submitted all updated, official sealed transcripts to Admissions & Records.

- ☐ NO (proceed to #5)
- ☐ YES (skip to #7 and submit complete PTA application)

☐ 5. I have previously applied to the PTA Program at College of the Canyons (in a previous PTA application period).

- ☐ NO (proceed to #6)
- ☐ YES, make sure all updated, official sealed transcripts have been received in Admissions and Records before you continue.

☐ 6. I have read and understood the online PTA Program Application Information and have all necessary information and required documents prepared to submit the online PTA Program Application between March 1—March 31. I have confirmed all official sealed transcripts have been received in Admissions and Records. All transcripts and In Progress Reports for any PTA prerequisites must be received *prior* to submitting the online PTA application or it will not be processed and deemed ineligible for the current PTA application cycle. (proceed to #7).

☐ 7. Now you can submit the online PTA Program Application available at the PTA Website **between the dates of March 1 at 12:00 pm — March 31 at 12:00 pm.** (The link will not be active prior to or after those dates/times).

**Note you must complete the PTA application all at once. You cannot save application and return to submit the rest later. Include all required documentation (.pdf format only). Only one application submission per application cycle. Applications will be evaluated based on documents submitted to Admissions and Records prior to PTA application being submitted.

☐ 8. I have received the confirmation email of the PTA application submission, sent to my COC student email address.

- ☐ NO, if you do not receive within 24 hours of submission contact the PTA office (661) 362-3742.
- ☐ YES, review and save for your records.

All PTA applicants will get a status update by June 30 as to the next steps. All PTA application correspondence is sent via your COC student email only. Make sure to check your COC student email often as correspondence is time sensitive. Refer to the PTA Website under How To Apply for the correspondence timeline and any updates.

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