

SINCLAIR COLLEGE

Tech Prep Check List - *Getting Started!*

- Remember!** As a Tech Prep student, you are already accepted and may have earned credits at Sinclair, so there is no need to apply! You may enroll for summer classes in March or fall classes in April. **All steps may be completed at any Sinclair location.**
- Important First Step**
Complete the FAFSA by May 1st (information on back).
 - Apply for financial aid at: **fafsa.ed.gov**
 - Use Sinclair code: 003119
 - Complete your FAFSA as early as possible to ensure your financial aid is processed in time to pay for your classes.
 - Tech Prep scholarships, if applicable, will activate the fall term following high school graduation.
 - Consider applying for enhanced Sinclair scholarships by visiting **www.sinclair.edu/scholarships**
- Check your Sinclair email.**
 - Verify your username and set your password at: **my.sinclair.edu**
 - It is important to begin checking your Sinclair email for important registration and financial aid updates.
- Gather the following documents:**
 - A copy of your high school transcript (with GPA), ACT, SAT and/or ACCUPLACER or COMPASS (only math) scores (instructions on back)
 - Scholarship certificate and/or Tech Prep scholarship letter if received
 - Valid photo ID is required when students register for classes
 - List of college credits earned in high school (provided by high school Tech Prep instructor) and/or unofficial Sinclair transcript (instructions on back)
- Meet with an Academic Advisor** to declare a major aligned with your high school Tech Prep program and develop your My Academic Plan (MAP).
- Attend New Student Orientation** in person or online.
 - First time in college students go to **www.sinclair.edu/orientation** for more information.
- Register for classes and pay tuition.**
 - Both can be completed in person or online at: **my.sinclair.edu**
- Visit a Sinclair Campus to get your student ID and purchase your books.**
 - Student ID (Tartan Card) - Bring a photo ID and copy of your class schedule.
 - Buy your books at the bookstore or online at: **bookstore.sinclair.edu**
- Go to your first day of classes!**

SINCLAIR LOCATIONS

Courseview Campus Center

5386 Courseview Drive
Mason, Ohio 45040
(513) 339-1212

Englewood Learning Center

1150 West National Road
Englewood, Ohio 45315
(937) 836-8750

Huber Heights Learning Center

7301 Shull Road
Huber Heights, Ohio 45424
(937) 233-5550

Preble County Learning Center

450E Washington-Jackson Road
Eaton, Ohio 45320
(937) 456-5252



Miami Valley Tech Prep Consortium
444 West Third Street - Office: 6131
Dayton, Ohio 45402
937-512-5146 • www.mvtechprep.org



How to View ACT and SAT Scores Online

ACT - Submit your official ACT scores to Sinclair at www.actstudent.org/scores/send or you can view and print your scores through your ACT Web Account. To access and print your ACT scores go to www.actstudent.org/scores/viewing-scores.html and follow directions provided.

SAT - Submit your official SAT scores to Sinclair at <https://nsat.collegeboard.org>. You may also contact the **New Student Enrollment Center at 512-3334** for assistance in submitting an unofficial score report.

Access Email? Unofficial Transcript? ACCUPLACER Test Summary?

1. Go to my.sinclair.edu.
2. Enter your username. Usually this is your first name.last name (ex. john.smith).
3. Enter your password. If you have not logged in before, the password is PassXXXX where XXXX is the last four digits of your Social Security number. If you are having password problems, call the Help Desk at Sinclair (937) 512-4357 (HELP). They will probably ask you to reset your password. It must have at least one uppercase letter and one number. Set it so that you remember your password later. You may have to close out your browser and log back in at my.sinclair.edu.
4. For email, click "mySinclair Mail" on the upper right-hand corner of the page. For an unofficial transcript or test summary, click "Web Advisor" on the left hand side of the page.
5. In "Web Advisor" click on the blue icon labeled "Students."
6. Scroll down the page and on the right you will see the heading "Academic Profile."
7. Under "Academic Profile" you will see the selections "Test Summary" or "Unofficial Transcript."
8. Click on the selection that you need and follow the directions provided.

To Qualify for the Tech Prep Scholarship (please visit www.mvtechprep.org for more information)

To be eligible, students must:

- Earn a cumulative high school grade point average of 2.25 junior year and the first semester of senior year.
- Complete the high school Tech Prep program as designed and continue in that program or a related program at Sinclair Community College.
- Complete the Free Application for Federal Student Aid (FAFSA) annually. **Other financial aid must be used prior to using the Sinclair Tech Prep scholarship.**
- Register for classes at Sinclair no later than the last day of late registration (in August) one year following their high school graduation in order to activate their scholarship.
- Be enrolled a minimum of 12 credit hours per semester to be eligible for the full scholarship benefits of \$750.00 per term. Enrollment for 9 to 11 hours will be pro-rated at \$563.00 per term. **Please note: The Tech Prep scholarship can cover books, but not tuition, for developmental (DEV) classes.**
- Maintain good academic standing as defined in the Sinclair Community College catalog (i.e., a GPA of 2.0 or higher).

Important FAFSA Information!

If you have not already done so, fill out the FAFSA form online. Go to www.fafsa.ed.gov for instructions. Fill out the FAFSA as soon as your taxes are complete. Students and parents are encouraged to use the "IRS Data Retrieval Tool" when possible. The biggest and most important change in the FAFSA process is that students may be required to provide a copy of their (or parent's) tax transcript if they are not able to successfully use the IRS Data Retrieval Tool. Students (or parents) may request a copy electronically at www.irs.gov, verbally at 1-800-829-1040, or visit the Financial Aid office at Sinclair to request a **Tax Transcript Form**. The completed FAFSA, along with any additional paperwork that is requested, must be received at Sinclair by **May 1** to guarantee financial aid will be processed in time for fall semester. Be sure to check your Sinclair email regularly for information regarding your financial aid.