



# CHATFIELD COLLEGE

## Admissions Checklist

### First-Year Adult Students

- Submit a completed application for admission
- Submit proof of graduation (copy of diploma, high school transcripts, or GED scores)
- Complete Financial Aid process (see right)
- Schedule your Accuplacer placement test
- Meet with your academic advisor and register for classes
- Apply for Financial Aid at [www.fafsa.edu.gov](http://www.fafsa.edu.gov)
- Attend Orientation

### Transfer Students

- Complete all steps listed under First-Year Students
- Have an official, sealed transcript from each college and university attended mailed directly from the institution to:

Chatfield College  
Office of Registrar  
20918 St. Rt. 251  
St. Martin, OH 45118

**Note:** Transfer credits only accepted from regional accredited institutions.

### COLLEGE CREDIT PLUS STUDENTS

#### Home-Schooled or Private School Students

- Complete all steps listed under First-Year Students
- Send a list of courses and grades along with any documentation from the state or national home schooling accreditation agency

#### CCP Students (current 7<sup>th</sup>-12<sup>th</sup> graders)

- Inform your high school guidance counselor of your intent to participate in the program during the upcoming school year by April 1st
- Have your guidance counselor submit your preliminary high school transcript to [david.hesson@chatfield.edu](mailto:david.hesson@chatfield.edu)
- Complete all steps listed under First-Year Students, excluding Financial Aid
- Public school students must submit their CCP Funding letter prior to registering for courses

### FINANCIAL AID

Chatfield offers several options for financial aid to qualified students.

- Apply for an FSA ID. This will be your electronic signature at [www.fafsa.edu.gov](http://www.fafsa.edu.gov)
- Complete the FAFSA or attend a FAFSA night  
**Chatfield's school code is 010880**
- Research and apply for scholarships
- Investigate and apply for work-study opportunities
- Complete Entrance Counseling and sign your Master Promissory Note

### ADDITIONAL INFORMATION

#### Veterans

Chatfield assists eligible veterans in exploring and applying for education benefits to help cover the cost of college. A veteran may also choose to assign these benefits to his or her spouse or dependent offspring.

#### GED

Students who have completed the test of GED are eligible to apply to Chatfield.

#### Disability Services

The College provides reasonable academic adjustments to eligible students at no charge, according to students' individual needs.

#### Testing

Chatfield College does not require the ACT or SAT. However, these tests can be used in lieu of taking a placement exam if the test was taken within four years.

Students are required to take a course placement test, ACCUPLACER, prior to scheduling courses.

[www.chatfield.edu](http://www.chatfield.edu)  
[admissions@chatfield.edu](mailto:admissions@chatfield.edu)

**St. Martin Campus**  
20918 State Route 251  
St. Martin, OH 45118  
(513) 875-3344

**Cincinnati Campus**  
1544 Central Parkway  
Cincinnati, OH 45202  
(513) 921-9856

