



# MECHATRONICS WHERE DO I START ??

So you're thinking about a future in Mechatronics —we're glad that Motlow College is a possibility for you. Applying doesn't have to be a difficult task; here's a 6-step guide to help you apply and enroll at Motlow College. Please read both sides of this flyer.

## STEP 1 - APPLY/SUBMIT IMPORTANT ADMISSIONS REQUIREMENTS

Apply for admission by obtaining an application form from any Motlow campus location.

The completed admissions application can be delivered or mailed to any campus location.

Mail can be sent directly to the Admissions Office, Motlow State Community College, P. O. Box 8500, Lynchburg, Tennessee 37352.

**NOTE: Entry of admission applications may take up to two weeks after being submitted.**

### Certificate in Mechatronics

If pursuing the Mechatronics Certification, you must also complete the following additional admissions requirements:

- Application fee payment
- Official high school/GED/college transcripts
- Signed Hepatitis B form
- Proof of 2nd MMR Immunization (if full-time student)
- Proof of 2 Chicken Pox Immunizations or Proof from Doctor or Health Department of Disease (if full-time student)
- Compass Test required (Math Portion Only)
- Complete Mechatronics Program Application

\*FEDERAL FINANCIAL AID IS NOT AVAILABLE FOR THE MECHATRONICS CERTIFICATE PATH\*

### A.A.S. Degree in Mechatronics Technology

If pursuing the A.A.S. Degree in Mechatronics Technology, you must also complete the following additional admissions requirements:

- Application fee payment
- Official high school/GED/college transcripts
- Official ACT or SAT score (if under 21)
- COMPASS Test required (if 21 and over)
- Signed Hepatitis B form
- New Student Orientation
- Proof of 2nd MMR Immunization (if full-time student)
- Proof of 2 Chicken Pox Immunizations or Proof from Doctor or Health Department of Disease (if full-time student)
- Complete Mechatronics Program Application

If applicable, apply for financial aid. Complete the FAFSA form (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For use with your form completion, the Motlow code is **006836**.

For more assistance, click on the financial aid link at: [www.mscc.edu/financialaid/index.aspx](http://www.mscc.edu/financialaid/index.aspx).

## STEP 2 - MONITOR YOUR STUDENT E-MAIL — VERY IMPORTANT

A student e-mail account will be created for you within one week of processing your application. You can access your Motlow Student E-mail at [www.mscc.edu/studentemail.aspx](http://www.mscc.edu/studentemail.aspx). THIS IS MOTLOW'S MAIN SOURCE OF CORRESPONDENCE WITH ALL STUDENTS. You will receive important correspondence regarding admissions and financial aid through this e-mail account. PLEASE CHECK YOUR STUDENT E-MAIL REGULARLY so that you will not miss out on important information or requirements. (Steps 3-6 on back)

### STEP 3 - CHECK YOUR MYMOTLOW ACCOUNT



MyMotlow is your student account with Motlow College. This account will be created within one week of your application being processed and can be accessed from the MSCC Homepage. Look for the icon shown above or access Quicklinks, then select MyMotlow/Banner. Your MyMotlow account allows you to access orientation registration, registration for classes, grades and class schedules, pay bills, and many other important student functions.

**NOTE:** You can track your admissions and financial aid status through your MyMotlow account. *REMEMBER TO CHECK YOUR STUDENT E-MAIL ACCOUNT AND MYMOTLOW ACCOUNT REGULARLY FOR CURRENT INFORMATION ON YOUR ADMISSIONS AND FINANCIAL AID STATUS*

### STEP 4 - ORIENTATION AND ADVISEMENT

- Orientation and advisement will be scheduled 1 to 2 weeks prior to start of the semester. Two sessions given on one day. The first session will be in afternoon and the second will be in the evening. Typically the afternoon session will be at 3pm and the evening will be at 6:30 pm. Each session will last approximately 2 hours.
- Sessions cover MSCC policies, navigating MyMotlow, Mechatronics classes and programs, and advising in Mechatronics programs. Your instructor will be available for questions and advisement.
- Orientation and advisement will be mandatory for all incoming Mechatronic students both certificate and AAS degree seeking, accelerated or standard classes.

### STEP 5 - REGISTRATION, FEE PAYMENT, AND ENROLLMENT CONFIRMATION

During your orientation session, you will be given instructions regarding registration procedures using your online MyMotlow student account. Personnel will also be available to assist you with registration.

**Be sure your fees are paid by cash, check, debit/credit card, online payment plan, or ensure your financial aid payment is processed by the designated date to maintain your class schedule. We encourage you to use our safe, convenient online payment option through your MyMotlow account. Paying your fees in full will automatically CONFIRM your classes.**

**Students receiving financial aid must actively CONFIRM classes through MyMotlow.**

**Just filing an application for aid does not complete your financial aid process. Continue to check your Motlow e-mail and MyMotlow accounts for important financial aid information.**

Once your fees have been paid, your student ID and parking decal can be obtained at any of the four campus locations-Moore County, McMinnville, Smyrna, or Fayetteville.

### STEP 6 - IMPORTANT FINANCIAL AID INFORMATION

- \_\_\_\_\_ Apply for financial aid by completing the FAFSA form (see Step 1) by the priority deadline; remember to apply for your PIN number (and parent's PIN number if needed) at [www.pin.ed.gov](http://www.pin.ed.gov).
- \_\_\_\_\_ Please allow up to 10 days for Motlow to receive the completed FAFSA form and monitor your MyMotlow and e-mail accounts **for additional needed documentation** to complete your financial aid file (see Step 3). Processing and awarding of your financial aid can take 4-6 weeks to complete.
- \_\_\_\_\_ To apply for Institutional Scholarships by the priority deadline, please visit the Financial Aid Scholarship Opportunities web page at [www.mscc.edu/scholarships/index.aspx](http://www.mscc.edu/scholarships/index.aspx).
- \_\_\_\_\_ To apply for Federal Work Study and/or Direct Student Loans, please submit the online application available through your MyMotlow account under the Financial Aid tab.

**Financial aid priority deadlines are available at [www.mscc.edu/financialaid/PriorityDates.pdf](http://www.mscc.edu/financialaid/PriorityDates.pdf).**