HIGH SCHOOL/GED GRADUATE

Students who have graduated from an accredited high school recognized by the Texas Education Agency (TEA) or recognized regional accrediting agencies for out-of-state high schools may apply to COM (verified with a copy of a high school transcript). Students who have demonstrated high school-level academic skills by taking the General Educational Development (GED) exam may also apply to COM (verified with a copy of the GED transcript).

To be admitted as a high school/GED graduate, students must:

Step 1 - Apply to COM

- Schedule an appointment with an Enrollment Coach for enrollment assistance here (https://outlook.office.com/book/Enrollment1@com0.onmicrosoft.com/?ismsaljsauthenabled=true) or
- Apply for admission online at the ApplyTexas website (https://www.applytexas.org/).
- Veterans ONLY - Visit the Veterans Center if intending to utilize VA benefits.

Step 2 - Apply for Financial Aid

- Apply for financial aid (online) at the Free Application for Federal Student Aid (FAFSA) website (English (https://studentaid.gov/h/apply-for-aid/fafsa/) or Spanish (https://studentaid.gov/h/apply-for-aid/fafsa/)) or Texas Application for State Financial Aid (TASFA) (English (https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/texas-application-for-state-financial-aid-2023-24/)or Spanish (https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/la-solicitud-de-ayuda-financiera-estatal-de-texas-tasfa-2023-24-spanish/)).

  (COM School Code: 007096)

- Learn more about financial aid here (https://www.com.edu/financial-aid/). Learn more about scholarships here (http://www.com.edu/scholarships/).

Step 3 - Submit Supporting Documents

- Submit SAT/ACT scores or take the TSI Assessment. Learn more about TSI Exemptions and Assessment here (https://www.com.edu/testing-center/tsi-assessment.html).
- Submit high school and college transcripts to the Admissions and Records Office.
- GED Graduates: Verify Texas GED completion with the Admissions and Records Office. Students with out-of-state GED transcripts must obtain transcripts from the state of origin.
- Home-Schooled Graduates: COM defines a home school as a school in which a parent or guardian has been directly involved in the delivery of instruction. Official transcripts (notarized) signed by the parent or person administering the home school curriculum must be provided to the Admissions and Records Office. Transcripts must include the name of the home school curriculum followed, grade levels, dates, and grades.
- Non-Accredited High School Graduates: Students graduating from a non-accredited high school may not be eligible for financial aid. Please contact the Admissions and Records Office for accreditation information.
- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (https://www.com.edu/admissions/meningitis-vaccinations.html).
- Submit supplemental financial aid documents, if applicable.

Note: Students must provide documentation to support Texas Success Initiative (TSI) exemption or compliance prior to registration. This can be achieved by testing on campus, providing official test scores, or providing documentation of exemption (see section titled TSI Exemptions).

Step 4 - Meet with an Advisor

- Students who have completed the steps to enrollment are eligible to meet with their assigned Advisor for academic planning. First time in college students are required to meet with an advisor to confirm their academic plans. Schedule an appointment using Navigate here (https://com.navigate.eab.com/app/#/authentication/remote/).

Step 5 - Register for Classes

- Register for classes using Navigate here (https://com.navigate.eab.com/app/#/authentication/remote/).

Step 6 - Pay Tuition Balance

- Pay tuition balance. Learn more about payment deadlines and options here (https://www.com.edu/payments/).

To verify financial aid status:

- Visit the Financial Aid Office.
- Log in to your COM Selfserve account.
- Call (409) 933-8274.

Step 7 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is $5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

To obtain a COM ID Card:

1. Go to https://bit.ly/COMStudentIDForm (https://bit.ly/COMStudentIDForm/) and log in to your COM account.
2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.
4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to the Doyle Family Administration Building – Student Help Center immediately.

Step 8 - Obtain Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus.

Vehicles with temporary license plates or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (https://www.com.edu/campus-police/temporary-parking-permit.html). Vehicles with permanent license plates should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Go to the Vehicle Registration Form (https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://com.onbio-key.com&SpSessionAuthnAdapterId=comDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f78cc3ef1-613c-47ab-a194-3014c0ec0764) and log in your COM account.
2. Complete and submit the online form with vehicle information.
3. After submission, visit the Doyle Family Administration Building – Student Help Center.
4. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

Step 9 - Establish COM Email

- Establish an official COM email account at https://www.com.edu/its/email.html. Official communication from the College to the student is sent through the COM Email account.

Step 10 - Purchase Textbooks

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbooks may also be available from independent retailers, including online retailers.

Step 11 - Attend Class

- Attend class (required). Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

Step 12 - Connect with Others

- Build academic and social connections on campus. Learn more about Student Life here (https://www.com.edu/student-life/).

Need Assistance?

Contact the Student Help Center at 409-933-8663 or go to the Doyle Family Administration Building (1st floor).