

# TRANSFER STUDENT

Students transferring from another college or university may apply to COM. Students who transfer to COM from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records. Transcripts used to establish credits for prerequisites may be required prior to registration for classes. Transfer students occasionally enroll with the intent of applying the credits they earn at COM to degree plans at other schools. Transfer students with this intent may declare themselves Transient Students when applying for admission. This will simplify the enrollment process, prevent their transcripts from being evaluated for COM programs, and may excuse them from some TSI requirements.

To be admitted as a transfer student, 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/?ismsaljsauthenabed=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.

International Students ONLY - Contact the Admissions and Records Office to obtain an International Student Application packet.

## 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.
- 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. (Transfer students are encouraged to meet with their advisor to confirm career goals and review academic plan.) Schedule an appointment using Navigate here (<https://www.com.edu/navigate/>).

## Step 5 - Accept Student Financial Responsibility Agreement

- Log in to COM SelfServe (<https://selfserve.com.edu/Student/Account/Login/?ReturnUrl=%2fStudent%2fPlanning>).
- Click on your user profile and select "Required Agreements."
- Click on "Student Financial Responsibility Agreement" for each term reflected.
- View and accept the agreement.

## Step 6 - Register for Classes

- Register for classes using Navigate here (<https://com.navigate.eab.com/>).

## Step 7 - Pay Tuition Balance

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

To verify your financial aid status:

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

## Step 8 - 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 9 - Obtain Parking Permit

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

Vehicles with temporary license plates (paper) 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 (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on “Register a Vehicle” (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. 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 10 - 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 11 - 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 12 - 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 13 - 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).