STUDENT ENROLLMENT PROCESS OVERVIEW

1

APPLY FOR ADMISSION

- Go to www.tcatjackson.edu, select "Future Students", "Admissions", and then "Apply Now". If this is the student's first time applying, select "First time user account creation" to access the application.
- Upon login, select an application type:
  - **>>** New College Applicant if this is the student's first time applying to this TCAT.
    - Previous Dual Enrolled and Special Industry students should complete the new college applicant option.
  - **>>** Returning TCAT Applicant if the student was previously enrolled at this TCAT.
  - **>>** Dual enrollment if the student is currently enrolled in high school and plans to take dual enrollment courses.
  - **>>** Special Industry/Supplemental if the student is enrolling in a special industry or supplemental course.
- Complete all applicable sections and requirements then select "Application is complete" to submit.
- To view the status of your application and/or required admissions documents, login using the link at https://tcatjackson.edu/future-students/admissions.

2

REVIEW YOUR EMAIL AND CONFIRM ACCESS/ACCEPTANCE

- Information is sent via email from a No-Reply email address. These emails are not spam as they contain important instructions.
  - **>>** Activate and check your account frequently. College issued email is the official method of communication at the TCAT.
- Email notification is sent if an applicant's choice of program does not currently have availability.
- If the applicant is accepted, they must follow instructions in the email to login to the student portal and confirm acceptance.
- If the student applied for financial aid and is eligible, they will receive an award notice via campus email.

3

APPLY FOR FINANCIAL AID (OPENS YEARLY OCTOBER 1)

- Complete a FAFSA at www.fafsa.gov. Students select their TCAT's school code when completing the application. TCAT Jackson's school code is 013895.
- Application information is sent to the TCAT listed on the FAFSA. Financial aid processing begins after submission of an application for admission and acceptance. Award notices are sent via campus email, after confirmation of attendance.

4

FINANCIAL AID REQUIREMENTS/ADDITIONAL RESOURCES

- Students are notified via campus email or may view information through the My TCAT portal, if randomly selected for the verification process. A list of documents is included that a student must submit to complete the verification process. Financial aid is not finalized until verification is complete.
- For more information, visit https://tcatjackson.edu/future-students/fafsa-verification.
- If a student is receiving additional financial aid resources, they must contact the Financial Aid Office.

5

COMPLETE NEW STUDENT ORIENTATION AND REGISTER FOR COURSES

- The TCAT will contact the student to complete New Student Orientation.
- After orientation, the student registers for courses via the student portal. Sign-in, select Registration icon, then Register for Classes icon, then select the Register for Classes link. From there select the appropriate term, then review the "Block" and select "Submit" if correct. Otherwise, contact the Student Services Office.
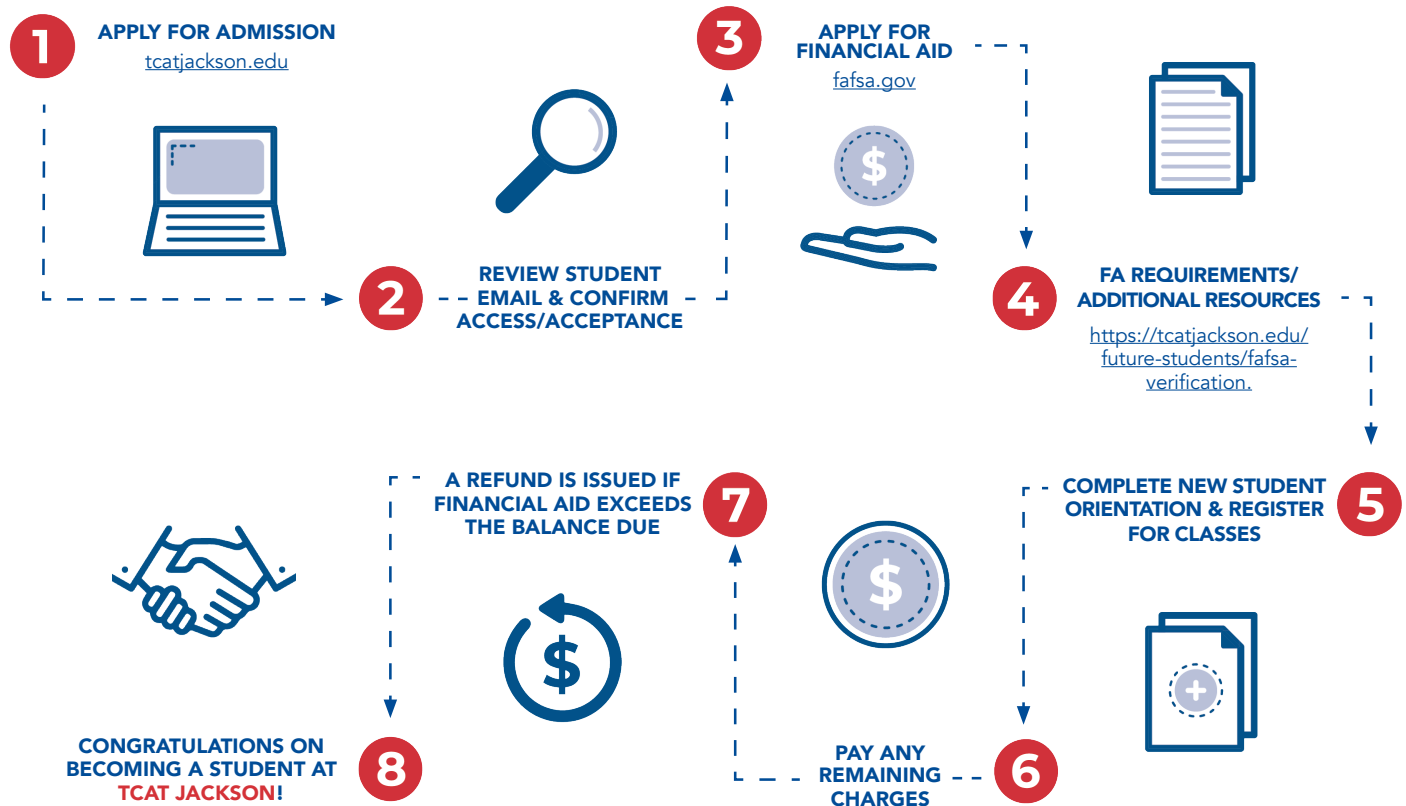
6 PAY ANY REMAINING CHARGES

- If a student has charges not covered by financial aid, they must pay to attend class. For more information regarding payment of fees, visit https://tcatjackson.edu/future-students/payment-and-refundstcatjackson.edu.

7 A REFUND IS ISSUED IF FINANCIAL AID EXCEEDS THE BALANCE DUE

- Financial aid disbursements begin 30 days after the first day of class. If a student's amount of aid awarded exceeds the balance due, a direct deposit or check for the amount will be issued to the student within 14 days of disbursement.
- Direct deposit is the fastest method of receiving a refund. View directions for signing up for direct deposit at https://tcatdata.tbr.edu/sites/default/files/Direct%20Deposit%20Instructions.pdf.
- A student will see a direct deposit/check refund date in the student portal. However, this date indicates refund processing, not the date the institutions release funds.

1 APPLY FOR ADMISSION
tcatjackson.edu

3 APPLY FOR FINANCIAL AID
fafsa.gov

2 REVIEW STUDENT EMAIL & CONFIRM ACCESS/ACCEPTANCE

4 FA REQUIREMENTS/ ADDITIONAL RESOURCES
https://tcatjackson.edu/future-students/fafsa-verification.

7 A REFUND IS ISSUED IF FINANCIAL AID EXCEEDS THE BALANCE DUE

5 COMPLETE NEW STUDENT ORIENTATION & REGISTER FOR CLASSES

8 CONGRATULATIONS ON BECOMING A STUDENT AT TCAT JACKSON!

6 PAY ANY REMAINING CHARGES

Tennessee College of Applied Technology Jackson does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age status as a protected veteran, or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

John B. Hodgson, Vice President

john.hodgson@tcatjackson.edu

Tennessee College of Applied Technology Jackson

2468 Technology Center Dr.

Jackson, TN 38301

(731) 424-0691 Ext. 102

The Tennessee College of Applied Technology Jackson's policy on nondiscrimination can be found at

https://tcatjackson.edu/about/non-discrimination-statement.