



Student Admission Sequential Process Flow – U.S. DOL Bioscience Grant

Bioscience Associate Degree and Certificate Programs

1. Drug Screening (Paid by the student - \$40 Check / Credit Card / Cash)

a. Go to the following drug screening location –

ODACS

8634 Reading Rd.

Cincinnati, Ohio 45215

(513) 236-2102 or 761-0539

Office hours are 8:30 a.m. to 5 p.m. (no reservations needed)

Test results will be sent to directly to Cincinnati State –

Cincinnati State Technical and Community College

Workforce Development Center

10100 Reading Rd

Cincinnati, Ohio 45248

Attn: Jim Kleemeier

Results to be kept on file as long as regulations require files to be maintained

2. Background check (Paid by the DOL Grant)

Cincinnati State Technical and Community College

3520 Central Parkway

Cincinnati, Ohio 45223

- **Go to Room 7 Main Building (Public Safety) first to complete paperwork**
- **Tell them you are there for a national felony and local misdemeanor background check**
- **Go to Room 141C Main Building for background check**

Hours – Monday (4 pm – 6:30 pm)

Tuesday (10 am – 1 pm)

Thursday / Friday (10 am – 1 pm & 3 pm – 5 pm)

Please note:

Bring Driver license or state ID

It takes about 10 - 15 minutes

A copy will be sent to:

Cincinnati State Technical and Community College

Workforce Development Center

10100 Reading Rd

Cincinnati, Ohio 45248

Attn: Jim Kleemeier

3.

Please note: The following items need to be complete by all Associate Degree students. Certificate program candidates are not required to do items 4 – 7.

4. **Financial Aid:** Students should also seek federal and state financial aid by applying for the FAFSA at www.fafsa.ed.gov at least 6 weeks before the start of their term.

5. **All Associate Degree candidates should contact the program Chairperson to establish a meeting:**

Ms. Diane Vorbroker, Ph.D.
Cincinnati State Technical and Community College
3520 Central Parkway
Cincinnati, Ohio 45223
Room 215 HPB
(513) 569-1679
diane.vorbroker@cincinnatiastate.edu

6. **Attend the next Get There session... (Associate Degree students only)**

Get There, a free informational session, is held on the Cincinnati State main campus every Tuesday at 9 a.m. and 6:30 p.m. You'll find out about our more than 100 degree programs and certificates, our affordable tuition, financial aid, our top-notch co-op program (#1 in the U.S. among two-year colleges), and much more. The morning session includes a tour and an opportunity to meet with a representative from the division of your intended major. And if you stay to take the COMPASS® placement test, you're invited to enjoy lunch on us.

To RSVP for a Get There session:

<http://www.cincinnatiastate.edu/contact/get-there-sessions-1>

If you have questions, please contact the Office of Admission or phone (513) 861-7700.

7. *Compass Testing* (Associate Degree candidates only):

If you are not taking the Compass during the Get There session, arrange to take the Compass test at another time:

COMPASS® placement test helps you succeed. The COMPASS placement test is designed to help determine which classes you should take as you start your studies at Cincinnati State. It accurately places you into reading, writing, and math classes that are best suited for your abilities. The placement test is there to help ensure your success; it is not a pass/fail test.

Testing details

COMPASS testing is conducted in the **COMPASS Testing Lab, room 196** of the Main Building. For your convenience, students are individually tested on a drop-in basis. No reservation is required, and there is no charge. Please be sure to bring photo ID. Allow approximately 1 1/2 hours for testing within the following scheduled hours:

Monday–Thursday 8 am– 8 pm
(arrive no later than 6 pm)

Friday 8 am– 4:30 pm
(arrive no later than 2 pm)

First Saturday (every month), and every Saturday in July and August
8 am–12 noon
(arrive no later than 9:15 am)

The COMPASS Testing Lab is closed on all college holidays. [See academic calendar.](#)

Prepare for the COMPASS test

It is important to prepare for the test to ensure that you are placed in the right **program** sequence. This will help minimize the cost of your education in terms of time and money. You can prepare for the test by [visiting the COMPASS website](#) for sample questions. You may also find additional help with the math portion of the test at www.mathpower.com.

Request to waive the COMPASS test

If you have successfully completed college level courses in the above subjects, you may [submit](#) a test waiver request. Cincinnati State does not accept ACT or SAT scores in place of the COMPASS Test.

Questions?

Please contact the COMPASS testing lab at (513) 569-1569.

8. Obtain books at the book store (Associate Degree students only). Your name and account number will be provided via e-mail to the bookstore accounting department. Only books will be covered and paid for via the grant. Let us help you launch a new start toward an exciting and rewarding career!

For more U.S. Department of Labor Bioscience Grant information, please contact:

Jim Kleemeier, PMP

Project Manager, Workforce Development Center

Cincinnati State Technical and Community College

10100 Reading Road

Evendale, OH 45241-3110

513-569-4955

513-569-1801 (fax)

james.kleemeier@cincinnati.state.edu

www.workforcecincinnati.com

www.BioOhio.com

www.cincinnati.state.edu