



TOSI UNIVERSITY ADMISSIONS PROCESS

DIRECTIVES FOR A LEGACY

Admissions Process

Admissions Department of Educational Affairs



TOSI
UNIVERSITY

Admissions Process at TOSI University

Note: This is for collegiate Programs, certifications, and the Professors Guild at TOSI University. This process does not apply to CEU classes or workshops. CEUs and workshops will each have their own application and admissions process identified respectively.

Joining TOSI University Central Station on Discord

- Potential students are required to join TOSI University's student community, [TOSI University Central Station \(TUCS\)](#), on the Discord app.
- Within TUCS, students are sorted into a Unicorn Haus based on their interests and needs.
- TUCS provides an inclusive space with current, future, and past TOSI students, allowing potential students to familiarize themselves with the University's community and the impact of its courses.

Scheduling a Virtual Tour & Welcome Call

- Interested individuals who have explored TUCS will have the opportunity to schedule a virtual tour with a student intern or alumni from TOSI University.
- The virtual tour & Welcome Call offers an in-depth look into the university's facilities, resources, and culture.

Application Process

- After completing the virtual tour and expressing interest in enrolling at TOSI University, potential students will proceed to apply for their chosen degree program.
- The application process involves fully completing the application, providing all required information, crafting a short essay, filling in data fields, and paying the nonrefundable application fee-- \$65.

Admissions Review

- Once received, the application is assigned to the Admissions Review Committee at TOSI University.
- The review process can take up to 30 days for thorough assessment and consideration of the applicant's qualifications and fit for the university.

The TOSI University Admissions Review Committee seeks applicants who showcase academic excellence, a clear alignment with the institution's mission and values, unique contributions or talents, active engagement in TUCS, and a potential to positively impact the University. They value individuals with strong perspectives, demonstrated passion, and a commitment to growth beyond academics. Strong essays and evidence of a candidate's potential for success are also considered in their assessment of the applicant's potential. The review process seeks to enroll students who will succeed both academically and within the TOSI community to add to the University's legacy.

Acceptance and Enrollment

- Accepted students receive notifications via email to the address on file.
- The accepted student's file will be assigned to an Admissions Counselor by the Dean of their chosen Academic program.
- The assigned Admissions Counselor will contact the applicant to introduce themselves [via text or email], & to discuss the next steps in the enrollment process at TOSI University.

Academic Package Creation

- The Admissions Counselor collaborates with the student to go over their chosen programs, discuss transfer credits &/or prior courses, and create an Academic Package.
- This package may include any additional courses or programs aligned with the student's interests (that student opts in to take during their enrollment at TOSI University), along with a book list for chosen courses.
- NOTE: Generally, students are not permitted to engage in dual enrollment at TOSI University. However, should a student wish to pursue enrollment in two degree programs simultaneously, an appeal process is available through their Admissions Counselor. This requires presenting a compelling reason for undertaking dual enrollment. The final decision rests with the University Dean. Students approved for dual enrollment must demonstrate the ability to effectively manage the curriculum load of both programs; failure to meet this requirement may result in removal from the second program without refund of any fees already paid.

Financial Arrangements

- Upon completion of the Academic Package, the student pays their identified deposit. Confirmation of the program deposit will have their file moved on to the next step of the admissions process.
- NOTE: Books (if applicable) are separate fees from tuition fees and cannot be added into the tuition and financial package.
- Should a student require financial aid, the student's file is transferred to the Department of Financial Affairs' Bursar to organize the remaining balance within various financing options, scholarships, internships, or payment plans. If they don't the student is then moved to Onboarding and Orientation.

Finalizing Enrollment

- After signing the Financial Aid package contract, the student's file returns to the Admissions Counselor.
- The Admission Counselor will help the student purchase their required books, finalize enrollment in classes, locate and download syllabi and course login information, receive the TOSI University Student Handbook, and is familiarized with their back office account during a group enrollment New Student Orientation webinar.

Onboarding and Orientation

- All students are required to attend an onboarding New Student Enrollment Orientation webinar before starting classes at TOSI University.
- Students must sign the agreement page of the Student Handbook before the beginning of class.

This comprehensive process ensures a systematic and supportive transition for students from initial interest to successful enrollment and orientation at TOSI University.