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## Registration for Courses

### Full-time Student Semester Hour Load

To be classified as a full-time student, students must register for at least twelve (12) semester hours credit. Sixteen to eighteen (16-18) credit hours is the regular or normal load per semester.

Nineteen (19) hours is the maximum load. Any student desiring to register for more than 19 credit hours must have:

1. completed all Learning Support course requirements, and
2. have earned a minimum cumulative grade point average (GPA) of 3.0.

To request an overload complete the Overload Request form (available on myChargerNet) and obtaining an advisor's signature and the approval of one of the following: an academic division dean, extended campus coordinator, vice president for Williamson Campus, associate vice president for faculty, curriculum and programs, or the regional services and southern campuses dean.

### Registration Procedures

Students must observe registration procedures and complete registration on the dates posted on the Academic Calendar in the catalog or on the Columbia State Web page. Students who register after the official registration period must pay a late registration fee. Registration following the period established as the last date to register and last day to add a class (adjustment period) is permitted only in exceptional cases and requires the approval of the instructor, curricular coordinator or the division dean. Students are not officially enrolled until all registration requirements are completed and all fees are paid.

For eligible students, online registration is available through myChargerNet, which is accessed from [www.columbiastate.edu](http://www.columbiastate.edu). Columbia State conducts Priority Registration (pre-selection of classes) for current students. Registration information is emailed to all current students to inform them of their day to priority register. Students have an assigned advisor who will assist in course selection.

Registration for first-time and readmitted students occurs during the open registration period as listed (see [Important Dates](#)) Student orientations are scheduled before the Fall and Spring semesters to assist new and transfer students in registering for classes. The Columbia State web site each semester also has information on applying for admission or readmission, testing requirements, paying fees, and dropping or adding classes.

### Change of Registration Status

Students are advised to carefully read the following regulations and procedures applicable to drop, add or withdrawal. Registration for courses implies that the student has entered into a contract to complete each course's requirements. Should conditions make it necessary for the student to leave any class or leave the College completely, the student must officially change his or her registration status. Failure to do so will result in a failing grade, "F," on the student's permanent record. The "Dropping a Class" and "Adding a Class" procedures apply when a student wishes to change one or more classes. If the student wishes to drop all classes, the "withdrawal" procedure applies. A student who only informs an instructor



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that he or she can no longer attend class without also completing the required procedure has not officially dropped or withdrawn.

### **Cancellation of Scheduled Classes**

Columbia State reserves the right to cancel any scheduled class. When this occurs, it is the student's responsibility to check his/ her schedule by accessing the student's myChargerNet account or the emailed canceled class listing.

### **Dropping a Class**

Dropping a class can occur through the "last day to drop a class or withdraw" for the regular/full semester. See the College academic calendar for additional drop dates apply for other short term session courses and appear on the Columbia State web page at [www.Columbiastate.edu/refunds-drops-withdrawals](http://www.Columbiastate.edu/refunds-drops-withdrawals).

Students may drop most classes by using myChargerNet. However, to drop under the following circumstances students must email [records@columbiastate.edu](mailto:records@columbiastate.edu) from their student email account or come in person to the Records office or to one of the College's campus locations:

1. to drop a course after the last official date to drop (includes TN eCampus courses).
2. to drop any course which the student is auditing.
3. to drop when the student's account has a hold flag or encumbrance.

Students who need to drop any course after the last official date to drop must complete a form and follow these procedures:

Obtain the Late Drop/Withdrawal form and enter required information. This form is available at all College campus locations, and on the college's Records' webpage: [www.columbiastate.edu/records/forms](http://www.columbiastate.edu/records/forms).

Acquire applicable signatures:

- a) Instructor if dropping after the last official date to drop (includes TN eCampus courses) or an email from the instructor for TN eCampus courses.
- b) TN eCampus Contact if dropping after the last official date to drop.
- c) Division Dean
- d) Financial Aid
- e) Records

### **Adding a Class**

Adding a class is permitted through the "Adjustment Period for Registered Students," for the regular/full semester. See the College academic calendar for additional drop dates apply for other short term session courses and appear on the Columbia State web page at [www.columbiastate.edu/refunds-drops-withdrawals](http://www.columbiastate.edu/refunds-drops-withdrawals). Students may add most classes by using myChargerNet. However, to add a course under the following circumstances students must email [records@columbiastate.edu](mailto:records@columbiastate.edu) from their student email account or come in person to the Records office or to one of the College's campus locations:



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1. to add a course when the student's account has a hold flag or encumbrance.
  2. to add a course which the student wants to audit.

### Change To or From Audit

Qualified credit students who register for audit may change to credit prior to the end of the adjustment period. (See the College academic calendar). This may be done by emailing [records@columbiastate.edu](mailto:records@columbiastate.edu) from the student's Columbia State email. The student must include their name and student number along with the course(s) that are to be changed from audit to credit. Students cannot change from audit to credit after the adjustment period.

Any time prior to the deadline for dropping or withdrawing, students may change from credit to audit in lieu of dropping a course. This may be done by emailing [records@columbiastate.edu](mailto:records@columbiastate.edu) from their Columbia State email account with information that includes their name, student number, and the course(s) to be changed from credit to audit.

### Withdrawal

Students who stop attending all classes without officially dropping all courses have not withdrawn from the College and will receive a failing grade in each class. Withdrawal through the "last day to drop a class or withdraw" is permitted when the student has met all financial obligations to the College.

Most students may drop all classes (withdraw) by using myChargerNet account. However, to withdraw under the following circumstances students must email [records@columbiastate.edu](mailto:records@columbiastate.edu) from their student account or come in person to the Records office or to one of the College's campus locations:

1. to withdraw after the last official date to drop (includes TN eCampus courses).
2. to withdraw when enrolled in an audit course.
3. to withdraw when the student's account has a hold flag or encumbrance.

Students who need to drop all courses (withdraw) after the last official date to drop are required to complete a form and must follow these procedures:

Obtain the Late Drop/Withdrawal form and enter required information and acquire applicable signatures:

- a) Instructor if dropping after the last official date to drop (includes TN eCampus courses).
- b) TN eCampus contact if dropping after the last official date to drop.
- c) Division Dean
- d) Financial Aid
- e) Records

Students who are unable to process their withdrawal in person may submit to the Records office a signed letter requesting withdrawal. In the event a student is incapacitated, a designee should provide proper documentation for withdrawal of the student.

### Grades for Withdrawals and Drops

Following the last day of the registration adjustment period, and not later than two-thirds into the semester. (See the College academic calendar) a student may officially drop a course(s) or withdraw



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from the College and receive a "W" which means that no hours are completed and the grade point average not affected. Students who drop a course or who withdraw from the College after two-thirds of the semester is complete will receive with appropriate signatures a "W" in the course(s) they are passing. Students will receive a failing grade, "F", in the course(s) they are not passing unless it can be clearly demonstrated that an unusual circumstance or hardship exists.

### **Guidelines for Permitting Late Withdrawal**

Circumstances which directly hinder a student's pursuit of a course and which are judged to be out of the student's control may be a justifiable reason for permission for late withdrawal from the College.

Students who leave the College under mitigating circumstances without officially withdrawing may later appeal to the instructor for a late withdrawal. This will be permitted only if students can provide documentation showing that withdrawal was under conditions where they could not have been expected to officially withdraw and if the students have no encumbrances on their financial records.

Following are some general categories of mitigating circumstances (this list is not all inclusive :)

1. Serious illness of the student.
2. Serious illness or death in the student's immediate family.
3. Immediate family or financial obligations which require a change in terms, hours or place of employment which prevents completion of a course.

*Revised November 2019*