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CHARGER GUIDE

*REGISTRATION
SPRING 2025*

Spring 2025 Calendar

January 2025 - May 2025

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|---------------------------|---|
| October 21-22 | Early Registration for Currently Enrolled Students |
| October 23 | Open Registration for All Admitted Students |
| November 26 | Financial Aid Documents and Verification Due |
| December 24- January 1 | Seasonal Closing |
| January 8 | Confirm and Pay for Full Term and 1st Term (7 & 10 weeks) |
| January 15 | Convocation (All offices closed) |
| January 20 | Martin Luther King Holiday (College closed) |
| January 21 | Spring Classes Begin (Full Term and 1st Term) |
| February 19 | Confirm and Pay for 2nd Term (10 weeks) |
| February 24 | 2nd 10 Week Term Classes Begin |
| February 28 | Deadline to Submit <i>Intent to Graduate</i> for May Graduation |
| March 8 | 1st Term (7 week) Classes End |
| March 10-16 | Spring Break (Classes do not meet, offices open) |
| March 13 | Confirm and Pay for 2nd Term (7 weeks) |
| March 17 | 2nd 7 Week Term Classes Begin |
| April 7 | 1st Term (10 week) Classes End |
| May 2 | Classes End (Full Term and 2nd Term, 7 Weeks) |
| May 9 | 2nd Term (10 week) Classes End |
| May 10 | Graduation Ceremony |

**See important dates and deadlines
at ColumbiaState.edu/academic-calendar**

General Information

Academic Appeals

Students on academic suspension who wish to return to Columbia State must complete the online academic appeal process. For additional information, including the academic appeal process and deadlines, visit ColumbiaState.edu/sap-review.

Academic Standing and Grades

It is the student's responsibility to be aware of grades and academic standing. For details, contact your academic advisor.

A student on academic probation who does not meet the current term GPA or combined GPA during the next term enrolled will be suspended. **Students currently on suspension from any school are not eligible for probationary status at Columbia State.**

If a transfer or reenrolling student is admitted on probation or has been previously suspended from any school, the retention standards must be met each semester or suspension will occur. Be aware that any transfer credit posted will not be calculated in the overall combined GPA or GPA hours.

Account Management

All admitted students receive a Columbia State PVT. This username is used to access student email, ChargerNet, D2L, Office 365, Teams, OKTA, and other applications.

Advising

Academic advising is recommended each semester to ensure that you stay on track for graduation and are registering for courses that apply to your program of study (CPoS). Please contact your College Success Advisor or Faculty Advisor to review your progress, work out a schedule of classes, obtain program updates/changes, and seek help in making academic decisions, and determination of graduation readiness. Getting advised early will allow you to register for classes on time during early registration.

Advising is required for new freshman and new transfer students before registration. Advising for currently enrolled students may be required.

Auditing

Admitted students who wish to audit a class should email Records@ColumbiaState.edu and indicate which class they are wanting to audit, and provide the CRN# for the course. Audit permission is given based on space available and/or discretion of the division dean. Learning support courses may not be audited.

Audit students are required to pay the same fees as those enrolling for credit, except for those 60 years or older and/or disabled persons, who will have reduced fees.

Catalogs (Online)

Columbia State's catalog is available online at ColumbiaState.edu/catalog. Prospective or currently enrolled students can view offerings by using links on the right side of the screen.

Change of Address or Name

Students are responsible for maintaining current addresses, phone numbers, legal names, and other information with the College. Information on this can be found by logging in to **myChargerNet (myCN)**, use the left side menu for **Student**, and then find the icon on the right for **Update Personal Info**. A permanent change-of-address should be submitted with the U.S. Post Office in addition to notifying the College of a change of address. Legal documents will be required to complete a name change.

For FAQs and forms, visit ColumbiaState.edu/records

Change of Major/Program

Choosing the right major or program can be challenging, and many students make the decision to change their majors during their academic careers. Students who wish to make a change to their current curriculum must meet with their current College Success Advisor or the college advisor of the proposed new major/program. To view current major/program, visit ColumbiaState.edu/Programs

ChargerAlerts

This emergency notification system is used to send text and emails to those in the system. The system allows students, faculty and staff to receive time-sensitive emergency messages and inclement weather alerts in the form of email, voice and text messages. Learn more at ColumbiaState.edu/charger-alerts

Class Attendance/Engagement

A student is expected to attend/engage in each class for which he/she is registered. Students should not attend or engage in classes for which they are not officially registered. Columbia State does not require faculty to take attendance at each class period, even though some faculty may choose to do so. Therefore, participation may be confirmed by an academic-related activity.

Faculty must confirm attendance by the census date; which is 14 days after the term starts. If an F grade is reported at the end of the semester, faculty must report the date of the last academic-related activity (source documentation required). Non-participation can adversely affect receipt of financial aid and scholarships and may result in repayment.

Students who stop attending or engaging but do not officially withdraw may receive a grade of FA, which may negatively impact financial aid and scholarships, including lottery and loans.

Class Cancellations and Changes

The College reserves the right to cancel any class when the number of students enrolled is deemed insufficient. The academic departments will notify students via college email.

NOTE: Students receiving financial aid or Veteran benefits are encouraged to contact the appropriate office to determine if their aid will be affected.

Class Cancellations Due to Weather

Check the College's home page at ColumbiaState.edu, check your college email, and sign up for ChargerAlerts in myChargerNet (myCN) to be notified of campus closings.

Clubs

Columbia State invites every student to get involved. Find your people by checking out student clubs, organizations, and programs at ColumbiaState.edu/campus-life

Confidentiality of Student Records

Columbia State regards a student's academic record as confidential. The release of information contained in the record is governed by federal law known as the Family Educational Rights and Privacy Act (FERPA). If you have questions concerning the provisions of this act, please contact the Records Office at Records@ColumbiaState.edu or 931.540.2581.

Course Load and Enrollment Status

A student's enrollment status is determined by the number of credit hours taken per term. For assistance, students should contact their academic advisor.

Coursework Toward Program of Study (CPOS)

Students may only receive federal financial aid, state aid, and most Columbia State scholarships for coursework that counts toward unmet

requirements in their officially declared program of study (major). Dropping or not attending can affect your eligibility for current and/or future aid. For more information, visit our FAQs at www.columbiastate.edu/financial-aid/paying-for-college/cpos.html

DegreeWorks

DegreeWorks is available on myChargerNet (myCN) by selecting the **Student** link in the left menu and clicking the **DegreeWorks** icon under Student Services. Your degree evaluation will display based on your current degree program. The **What If** option allows you to see how your courses will apply if you change your program/major or are thinking about adding another major/concentration.

Students are encouraged to run a degree audit each time that registration occurs or when changes occur to their declared major to ensure that program of study, and as a result, financial aid eligibility is not jeopardized.

Drop/Add/Late Registration Policy

Students will be allowed to drop or add courses provided they do so within the course drop/add period.

Students who stop attending but do not officially drop or withdrawal may receive a grade of FA, which may impact financial aid and scholarships, including lottery and loans.

NOTE: The drop dates for courses that meet for a shorter period than the part of term beginning and ending dates will be adjusted based upon the course drop dates for the part of term.

- **Dual Enrollment** students must contact an Enrollment Recruiter by emailing Admissions@ColumbiaState.edu or calling 931.540.2790.
- **Student-athletes** must obtain permission from their coach before adjusting their class schedules.
- **International** students must email Admissions@ColumbiaState.edu or call 931.540.2790.
- **Veterans** should consult with Financial Aid before dropping and adding to find out how it will impact their benefits.

Eligibility Verification for Entitlements Act (EVEA)

The Tennessee Eligibility Verification for Entitlements Act (EVEA) requires proof of U.S. citizenship or lawful presence to receive state benefits for all new or reenrolling students.

The term "state benefits" includes in-state tuition, lottery scholarships, academic scholarships, Academic Common Market, or any other form of tuition assistance or waivers funded with state-appropriated dollars. State benefits do not include tuition assistance funded privately or privately endowed scholarships.

For a complete list of documents and more details about the Eligibility Verification for Entitlements Act, please visit ColumbiaState.edu/evea.

If you are eligible and wish to receive state benefits and are not planning to complete a Free Application for Federal Student Aid (FAFSA), documentation can be submitted.

Email

To help protect your privacy, Columbia State will communicate with you using the **college email** account given to you during your admission to the College. Faculty may also communicate with you through your **D2L email** account. It is your responsibility to check your Columbia State email accounts, read emails sent to you, and respond using these accounts. Use your college email for communication to and from faculty/college offices. Access your email at outlook.office365.com (link is located in the top ribbon bar of the Columbia State website) and log in with your PVT credentials.

Enrollment Verification

Enrollment verification is available by completing the request [form](#) and submitting the completed form to Processing@ColumbiaState.edu.

Financial Aid

To apply for **Federal Aid**, you must complete a Federal Application for Federal Aid (FAFSA). Please visit the U.S. Department of Education's website at studentaid.gov

To apply for **State Aid** (TN Promise, TN Reconnect, Dual Enrollment Grant, etc.) you must apply using the Tennessee Student Assistance Corporation (TSAC) Student Portal. Visit their website at tsac.tn.gov

To find additional types of financial aid, please visit ColumbiaState.edu/financialaid

Financial Aid Satisfactory Academic Progress (SAP)

One factor in being eligible to receive federal and some state and institutional financial aid (including federal loans) is maintaining Satisfactory Academic Progress (SAP). Three areas monitored in SAP are grade point average (GPA), passing percentage (Pace), and maximum attempted hours.

For financial aid purposes, the Office of Financial Aid must monitor a student's GPA, which can be a different measurement than what the Registrar's Office uses for academic purposes. Federal regulations also require the Financial Aid Office to monitor a student's passing percentage (Pace) and attempted hours. Withdrawing from courses, which may not negatively affect GPA, can cause a student to fall below an overall combined pass rate of 67% or reach his/her maximum attempted hours before graduating. If a student fails to meet one or more of these measures or if it is determined that it is mathematically impossible to graduate within allowable time, students can lose eligibility for financial aid.

All students are **STRONGLY** encouraged to read and understand the Financial Aid Satisfactory Academic Progress Policy. To read more about SAP, visit www.columbiastate.edu/financial-aid/fa-policies/sap-review-appeal.html Understand the rules so that you can maintain your financial aid.

Graduation

The Intent to Graduate form and exit exam are required. Graduation information such as ceremony dates, instructions, caps and gowns, etc., can be found at ColumbiaState.edu/graduation

Immunization Requirements

Please visit the following link for information on immunization requirements from the State of Tennessee: tbr.edu/student-success/immunizations

IT - Helpdesk

The Information Technology - Helpdesk is staffed during normal office hours. Experienced personnel can answer hardware, software, password, and other computing questions. For helpful links and contact information, visit ColumbiaState.edu/Helpdesk.

Orientation

All first-time students with less than 24 earned credit hours are recommended to complete orientation before classes begin. Visit ColumbiaState.edu/orientation

Parking Permits

Each vehicle parked on campus must have a parking permit displayed on the vehicle. Parking decals are to be applied to the lower left corner of the vehicle's rear window. Permits are issued from the central office on the Williamson, Lawrence, Lewisburg, and Clifton campuses or in Jones Student Center-Room 147 on the Columbia Campus. For more information, visit ColumbiaState.edu/parking.

Security

Campus Security may be contacted at the following numbers:

- Columbia 931.540.2700
- Williamson 615.465.5700

Selective Service

Male students age 18 through 25 who have not registered with Selective Service or have not verified with Columbia State their registration with Selective Service will have registration holds placed on their records and will not be allowed to register until the conditions for the hold have been satisfied.

According to federal law, you must register with the Selective Service System to attend a public college in Tennessee. If you have not registered with Selective Service or want to check to see if you have registered, you can go to sss.gov.

Student Photo IDs

The ID card identifies Columbia State students, faculty, and staff for access to campus services and privileges. Use your Student ID card to check out books at the library, print and copy, be admitted to campus computer labs, attend campus events, and purchase event tickets. Go to **myChargerNet (myCN)**, then **Student** on left side menu, and scroll down to **Student Photo IDs** to upload your own photo and chose a pickup campus.

Transcript Requests

Unofficial transcripts are available by logging in to **myChargerNet (myCN)**, selecting the **Student** tab, and choosing the glasses icon for **View Transcripts**.

Official transcripts can be ordered using [National Student Clearinghouse \(NSC\)](http://National Student Clearinghouse (NSC)) or through **myChargerNet (myCN)**.

Veterans

For returning veterans and those currently serving in the military, the certification of benefits process along with other helpful links is available on the website at ColumbiaState.edu/veterans

Veterans' Dependents' Post-Secondary Education Assistance

Pursuant to T.C.A. 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. Contact Denise Holman at dholman1@ColumbiaState.edu or by calling 615.591.4180.

Wi-Fi Access

The College's wi-fi network is called:

- student2024

You will need your PVT username and password to sign in. Go to ColumbiaState.edu/wi-fi for help connecting or trouble shooting.

College Mascot



College Seal



Campus Buildings

(these are for location only, NOT mailing)

Columbia Campus:

BARN - Livestock Barn

CLEM - Frank G. Clement Building (Humanities)

GYM - W. J. "Billy" Webster Athletic Center

HEAL - Health Sciences Building

JSC - Jones Student Center (Enrollment Services, Student Affairs, Advising, Testing, Bookstore, & Cafeteria with food vendor)

LIBRARY - John W. Finney Memorial Library (Tutoring, TRiO, & Career Transfer and Veteran Center)

PRYOR - Harold S. Pryor Administration Building (Business Office)

WARF - J. H. Warf Building (Math & Science)

WLHB - Waymon L. Hickman Building

WRWB - Williams R. Walter Building

Clifton Campus:

CLIF - Clifton Center

Lawrence Campus:

LACS - Southern Tennessee Higher Education Center

Lewisburg Campus:

LBS - Lewisburg Center

Williamson Campus:

FADM - Administration Building (Enrollment Services, Bookstore, Cafe, Workforce and Continuing Education, Library, Testing, Tutoring)

FHUM - Charles M. Sargent Building (Humanities)

FSCI - Sciences Building

FAAT - Arts & Technology Building



931-540-2790
TDD Relay Number: 1-800-848-0298



Admissions@ColumbiaState.edu



www.ColumbiaState.edu



COLUMBIA
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COLLEGE



Columbia State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Columbia State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Columbia State Community College, a Tennessee Board of Regents institution, is an AA/EOE employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to employment, programs, and activities sponsored by the Board. Individuals needing this material in an alternative format should contact the Disability Resource Center. CoSCC SS-01-07-24