Veteran Student Admission & Enrollment Checklist

___-___-24 **Applied for admission to CS:** Create an account to begin application.

☐ Signed-in or created an account. **http://columbiastate.edu/admissions/**

☐ Returning student - absent for more than one semester? Reapply (no additional cost).

☐ Currently in the military? Served in the military? Are you a spouse or dependent of a service member?
Please be proud and self-identify on your CS application as CS offers you additional services, regardless if you use your GI benefits!

___-___-24 **Gathered Documentation:**

☐ **DD214 Member Copy: http://www.archives.gov/veterans/military-service-records/**

☐ **Applied for VA Education Benefits:** (Note: You are not required to use benefits now.)

  o Online (recommended) at **http://explore.va.gov/education-training**
  o Via Phone: Call **888-GI BILL - (888-442-4551)**
  o **GI Bill FAQ's: https://gibill.custhelp.com/app/answers/list** Ask your own questions!
  o Certificate of Eligibility (COE) for Education Benefits will come thru USPS mail.
  o Forward COE to School Certifying Officer (SCO):
    Denise Holman, Financial Aid   dholman1@ColumbiaState.edu
    Columbia State Community College   615-591-4180
    1665 Hampshire Pike
    Columbia, TN 38401

☐ **Ordered Official Transcripts: Send transcripts to: Processing@ColumbiaState.edu**

  o High school transcripts / GED test scores.
  o Colleges attended: Go directly to the college's Records or Registration web page.
  o For colleges that are closed: **http://www.tn.gov/thec/article/academic-transcripts**
  o Joint Service Transcript at **https://jst.doded.mil**
  o AF transcript requests: **http://www.airuniversity.af.mil/Academic-Affairs/Registrar/**

☐ **Immunization Record:** DD214, when submitted, is proof to exempt you from vaccinations.

☐ **Proof of Citizenship / Lawful Presence:** Copy of Driver's License or other Govt. ID

☐ **Prior Learning Assessment: http://columbiastate.edu/prior-learning-assessment**

- Credit By **Examination**: ACT, AP, CLEP, CEEB, etc.
- Credit Recommendation for Past Training (i.e. military)
- Portfolio Assessment: **https://www.tn.gov/thec/section/timewisetn**

☐ **Forward Documentation to: Columbia State Community College**
Attention: Processing   Processing@ColumbiaState.edu
1665 Hampshire Pike   931-540-2549
Columbia TN, 38401

Note: Admissions must be in receipt of all of your documentation to process your application**

___-___-24 **Received Acceptance Letter:**
o Acceptance Letter from **Office of Admissions**
o CS Student ID # ("A" number) and your **ChargerNet** username listed.
o Admissions Questions: **931-540-2790 Admissions@ColumbiaState.edu**

☐ **Scheduled Testing:**
o Find your Testing Center: **http://www.columbiastate.edu/testing**
o Schedule Testing: **931-540-2821** or **2773 TestingServices@ColumbiaState.edu**

☐ **Scheduled New Student Orientation:**
o You will receive an email at your supplied email with information concerning New Student Orientation
o Contact: **931-540-2564** or **Orientation@ColumbiaState.edu** for assistance.
o First time student at CS? Must attend **New Student Orientation**.
o You will NOT be able to register for classes unless you attend an orientation.
o Returning student? Continue to the next step: Register for Classes.

Paperwork getting you down? Having trouble getting documentation? Just want to talk to a live person?

Contact: (931)-540-2488 or VeteransSuccessCoach@ColumbiaState.edu

☐ **Registered for Classes:**
o Go to CS's main web page: **http://columbiastate.edu/**
o Using your username and password log on to **ChargerNet**.
o Look for the horse's head in the upper right corner & "**Login to my CN**"
o Click "Student" tab; click Advisor icon under "Student Services."
o Find your Degree Planning Sheet: **Program Fliers**

- **Tennessee Transfer Path (TTP):** Going to TBR or UT schools?
- **General Transfer Path (GTP):** Going to TBR only schools?
- **Associate of Applied Science Degrees (AAS):** Going into a career?
- **Technical Certificate Programs (TCP):** Going into specialty areas?
  - o Unsure about your major? Go to web page: **http://columbiastate.edu/career-services**
  - o Academic Advising: **931-540-2662**   **ChargerCenter@ColumbiaState.edu**

CAUTION! The VA will <u>not</u> pay for classes that you already took or do not apply to your major.

___-___-24 Paying for College / Financial Aid:

- ☐ **Tuition/Fees: 931-540-2530 http://www.columbiastate.edu/business-office/tuition-and-fees**

- ☐ **VA Benefits Certified:** Letter not received? Go to page 1: **VA Education Benefits**

- ☐ **Planning to Use VA Benefits?:**

  - o **Contact School Certifying Official (SCO):**
  - o **Denise Holman, Financial Aid   615-591-4180   dholman1@ColumbiaState.edu**
  - o Once we know you plan to use benefits, you will be directed to the following forms:
  - o **Veteran Request for Certification:** Declare your major program and list classes.
  - o **Payment Deferment Request Form:** This form allows you to defer payment while waiting for VA to certify your benefits, which may take up to 12 weeks.

- ☐ **Applying for Financial Aid: https://fafsa.ed.gov/ CS School Code: 003483**

GI Bill FAQ's: https://gibill.custhelp.com/app/answers/list

If you have any questions or need any assistance with resources please don't hesitate to contact the Veteran Success Office at (931) 540-2488 or VeteransSuccessCoach@ColumbiaState.edu

The Veterans Success Office can assist you with:

- Transition assistance
- Veteran-specific resources
- Connections with the Student Veteran Organization