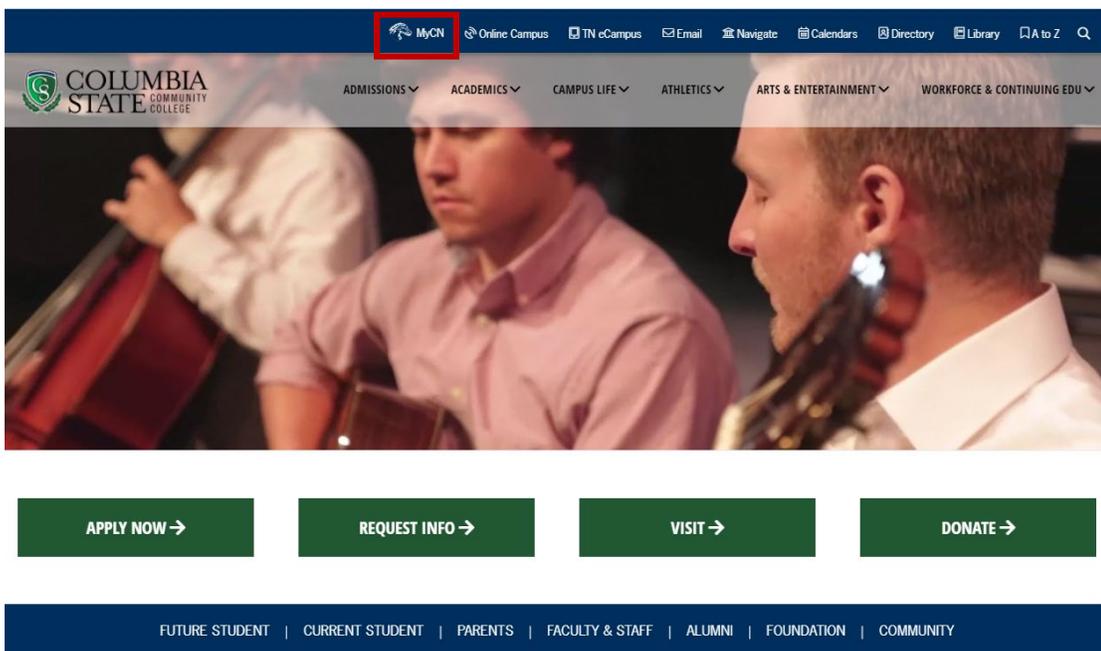




Instruction for Students to Add/Drop a Course

1. From Columbia State's homepage, click "MyCN" at the blue navigation bar at the top. Log into your ChargerNet account.



2. Click on "Student" in the navigation pane to the left. Then under the "Registration Tools" section, click on "Add or Drop Classes."

The screenshot shows the myCN Student portal. On the left is a dark green navigation pane with a white horse head logo and the text "my CN". Below the logo are icons and labels for "Home", "COVID-19 Employee Resources", "Student" (highlighted with a red box), "Employee", "Human Resources", and "Faculty". The main content area is titled "Student" and includes a breadcrumb "Home Community / Student". It features two sections: "Self Service" with a gear icon and a list of folders: "Banner Self-Service", "Personal Information", "Employee", "Financial Aid", and "Finance"; and "Registration Tools" with a gear icon and three links: "Registration Status", "Look Up Classes", and "Add or Drop Classes" (highlighted with a red box).

3. Select the appropriate term and click "Submit."

The screenshot shows the Columbia State Community College website. At the top left is the college logo. Below it is a navigation bar with tabs for "Personal Information", "Volunteer", "Student" (highlighted with a red box), "Faculty Services", "Employee", and "Finance". Below the navigation bar is a search bar with a "Go" button. The main content area is titled "Registration Term" and features a dropdown menu labeled "Select a Term:" with "Fall Semester 2019" selected (highlighted with a red box). Below the dropdown is a "Submit" button. At the bottom, there is a red arrow pointing to the text "RELEASE: 8.7.1" and a copyright notice: "© 2019 Educian Company L.P. and its affiliates."

- On the “Add or Drop” page, scroll to the very bottom. You should see several empty boxes. In one of the empty boxes, enter the CRN for the first course and so on for all courses. Then click “Submit Changes” to save.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
2019	None ▼	80115	BIOL	1110	C02	Undergraduate	4.000	Standard Letter	
	None ▼	80156	BIOL	1110	C42	Undergraduate	0.000	Standard Letter	
	None ▼	80391	PSYC	1030	C03	Undergraduate	3.000	Standard Letter	
	None ▼	80072	HIST	2010	C01	Undergraduate	3.000	Standard Letter	
	None ▼	81912	ANTH	1430	C01	Undergraduate	3.000	Standard Letter	

Total Credit Hours: 13.000
 Billing Hours: 13.000
 Minimum Hours: 0.000
 Maximum Hours: 19.000
 Date: Aug 13, 2019 02:47 pm

Add Classes Worksheet

CRNs

RELEASE: 8.7 TBR8: 1.8

If you have any questions or need assistance, please contact:

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 Columbia, TN
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NOTE: As a reminder, please check your Columbia State email for messages and updates concerning your classes. (For example, where and when to log into the course - will be sent to you prior to the first day of class.) The college email is the way that our offices communicate to you and it is the one you should use to contact our offices both for security purposes and to assist us in a quicker response to your emails.