COLUMBIA STATE COMMUNITY COLLEGE

Dual Enrollment Parent Information

High school students who participate in Dual Enrollment through Columbia State are officially entering college and establishing an official college transcript. Encourage student responsibility whenever possible. This program is intended to prepare your student for the academic rigor required at the post-secondary level and to enable your student to earn college credit and credit toward high school graduation requirements, if applicable.

IN THE CLASSROOM

- Professors will provide a course syllabus.
- Professors will tell students what is expected of them.
    - Assignments and Exams
    - Due Dates
    - Grading Procedures
    - Classroom Policies
    - Plagiarism/Academic Misconduct
- Assignments are due on the assigned date.
- Late work may or may not be accepted; and if accepted, the student may receive a lower grade.
- Students are expected to acquire the necessary textbooks and have the materials at the beginning of the semester.
- It is expected that students contact their professor if they are absent. The student is still responsible for course work if absent.
- Students are required to adhere to the academic calendar of the college for the semester they are attending.
- Students must be ready for class and participate in class discussions.

ACADEMIC RIGOR

- Students need to be prepared to pursue their education in the classroom and on their own.
- It is recommended a student spend at least 1–2 hours per week outside the classroom studying for every credit hour the student is registered.
- Students are expected to reach out to their professor if they don't understand content or expectations.
- Personal responsibility is a key component to college success so encourage your student to be proactive if questions or problems arise.
- Encourage your student to take advantage of resources.
    - Tutoring (*for Columbia State classes only*)
    - Library
    - Computer labs
- Help Your Student:
    - Determine priorities
    - Develop time management skills

Grades will be posted at the end of the semester on myChargerNet. Dates for final grades are posted in the academic calendar on the homepage at *www.ColumbiaState.edu*. Your student may be required to complete a faculty evaluation and should do so before the end of the course. Be sure final grades have been posted before requesting any transcripts. The Enrollment Services department will automatically send your student's record to the high school at the end of the semester.

Enrollment Services
Jones Student Center, Room 103
1665 Hampshire Pike
Columbia, TN 38401
Phone: 931.540.2790 • Fax: 931.560.4125
TDD Relay Number: 800.848.2098
Admissions@ColumbiaState.edu
www.ColumbiaState.edu/Dual-Enrollment

Dual Enrollment Checklist

✓ Application Submitted

Once the Columbia State application has been processed, information relating to Dual Enrollment will be emailed and/or mailed to your student. This will include a letter with any outstanding requirements, as well as other helpful DE information.

○ 1. Documents to Submit

❑ 1. DE Consent Form
❑ 2. Official high school transcript
❑ 3. ACT/SAT scores (*if taken*)
❑ 4. DE Grant Application completed online with TSAC
❑ 5. Copy of driver's license (*if 18 or older*)
❑ 6. Register for Selective Service at ***www.sss.gov***. (males only, 18 or older)

○ 2. DE Grant Checklist

1. Go to ***www.tn.gov/collegepays***.
2. Click on the "TSAC Student Portal" photo.
3. Review the Rules and Procedures before clicking the "register" or "sign in" blocks near the bottom of the page.
4. Select "Sign In" (*if you already have an account*) or select "Register" to create an account.
5. After creating the account, log in and click "Apply," then select and complete the DE Grant application for the appropriate academic year.
6. An application must be completed for the academic year you plan to attend.

○ 3. Acceptance to Columbia State

Once your student is admitted to Columbia State, an acceptance letter will be emailed and/or mailed with their username and password information to log on to their student account (*myChargerNet*).

○ 4. Register for Classes

Your student will register for classes through their student account and will need to do this once registration opens for the semester.

1. Go to ***www.ColumbiaState.edu***.
2. Click "MyCN" (horse icon in top blue navigation bar) and log in.
3. Select the "Student" tab to the left.
4. Under "Registration Tools" click "Look Up Classes."
5. Select the correct term and then click "Submit."
6. Click the subject of choice and select "Course Search."

○ 5. Confirm and Pay

After a tuition statement is generated in your student's myCN account, any Dual Enrollment Grant funds that have been awarded will be applied. After the grant has been applied, any remaining balance is the student's responsibility. Your student will then need to let us know they are attending by completing the following steps:

1. Log in to myCN and select the "Student" tab to the left.
2. Under "Student Services" click "View/Pay Account."
3. Select the term and click "Submit."
4. Select "Yes, I will attend."

○ 6. Purchase Textbooks

Textbooks can be ordered online and shipped to your home or purchased at one of the two campus bookstore locations.

Columbia Campus bookstore: 931.540.2593
Williamson Campus bookstore: 615.790.4418
ColumbiaStateShop.com
2064mgr@follett.com

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