



COLUMBIA STATE COMMUNITY COLLEGE

Veteran Student Admission & Enrollment Checklist

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

- Sign-in and create 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?
- Meet with ESO or Military Service Counselor prior to enrollment.

Please 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/>

Apply for VA Education Benefits or Tuition Assistance (<https://www.columbiastate.edu/veterans/tuition-assistance.html>) *Note: You are not required to use benefits now.*

- Online (recommended) at <http://explore.va.gov/education-training>
- Via Phone: Call **888-GI BILL - (888-442-4551)**
- **GI Bill FAQ's:** <https://gibill.custhelp.com/app/answers/list> Ask your own questions!
- Certificate of Eligibility (COE) for Education Benefits will come thru USPS mail.
- 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
 - High school transcripts / GED test scores.
 - Colleges attended: Go directly to the college's Records or Registration web page.
 - For colleges that are closed: <http://www.tn.gov/thec/article/academic-transcripts>
 - Joint Service Transcript at <https://jst.doded.mil>
 - 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/timewisetrn>
- ❑ **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:

- Acceptance Letter from **Office of Admissions**
- CS Student ID # ("A" number) and your **ChargerNet** username listed.
- Admissions Questions: **931-540-2790** Admissions@ColumbiaState.edu
- ❑ **Scheduled Testing:**
 - Find your Testing Center: <http://www.columbiastate.edu/testing>
 - Schedule Testing: **931-540-2821** or **2773** TestingServices@ColumbiaState.edu
- ❑ **Scheduled New Student Orientation:**
 - You will receive an email at your supplied email with information concerning New Student Orientation
 - Contact: **931-540-2564** or Orientation@ColumbiaState.edu for assistance.
 - First time student at CS? Must attend **New Student Orientation**.
 - You will NOT be able to register for classes unless you attend an orientation.
 - 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:**
 - Go to CS's main web page: <http://columbiastate.edu/>
 - Using your username and password log on to **ChargerNet**.
 - Look for the horse's head in the upper right corner & "**Login to my CN**"
 - Click "Student" tab; click Advisor icon under "Student Services."
 - 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?
- Unsure about your major? Go to web page: <http://columbiastate.edu/career-services>
- Academic Advising: 931-540-2662 ChargerCenter@ColumbiaState.edu

*****CAUTION! The VA will not 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?:**
 - **Contact School Certifying Official (SCO):**
 - **Denise Holman, Financial Aid** 615-591-4180 dholman1@ColumbiaState.edu
 - Once we know you plan to use benefits, you will be directed to the following forms:
 - **Veteran Request for Certification:** Declare your major program and list classes.
 - **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