



What Classes Can I Take?

- Dual Enrollment students can take any course as long as the prerequisites are met.
- Many of our introductory-level courses require specific placement scores that indicate college-level readiness.
- A full listing of prerequisites is found under the course description section of the most recent catalog, available online at www.ColumbiaState.edu/catalog-student-handbook.
- ACT, SAT or placement test scores (used if you do not have ACT/SAT scores) are used to determine your eligibility to register for specific courses.

Some Courses Frequently Taken Through DUAL ENROLLMENT – Not A Complete List

Course	Title	Requirement for Course (Prerequisites) as of 3/1/16
ACCT 1010	Principles of Accounting I	None
ART 1035	Introduction to Art	None
BUSN 1300	Personal Finance	None
CISP 1010	Computer Science I	M=19 or appropriate placement test
COMM 2025	Fundamentals of Communications	R=19 and E=18 or appropriate placement test
CRMJ 1010	Intro to Criminal Justice	None
ECON 2100	Principles of Macroeconomics	None
ECON 2200	Principles of Microeconomics	None
ENGL 1010	English Composition I	R=19 and E=18 or appropriate placement test
ENGL 2130	Topics in American Literature	ENGL 1020 with a passing grade
HIST 2310	Early World History	R=19 or appropriate placement test
HIST 2320	Modern World History	R=19 or appropriate placement test
HIST 2010	Early United States History	R=19 or appropriate placement test
HIST 2020	Modern United States History	R=19 or appropriate placement test
HUM 1010	Early Humanities	None
INFS 1010	Computer Applications	None
MATH 1010	Math for General Studies	M=19 or appropriate placement test
MATH 1530	Introductory Statistics	R=19 and M=19 or appropriate placement test
MUS 1030	Introduction to Music	R=19 and E=18 or appropriate placement test
PHIL 1030	Intro to Philosophy	R=19 or appropriate placement test
PHIL 1040	Intro to Ethics	None
POLS 1030	American Government	None
PSYC 1030	Intro to Psychology	R=19 and E=18 or appropriate placement test
SOCI 1010	Intro to Sociology	None
SPAN 1010	Spanish I	None

E=ACT English Sub Score M=ACT Math Sub Score R=ACT Reading Sub Score

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



Quick Guide For DE Admitted Students

ACCESS SCHEDULE OF CLASSES

1. Visit the Columbia State website at www.ColumbiaState.edu.
2. Click "MyCN" (horse icon in top blue navigation bar).
3. Enter your PVT username and password.
 - Click the "PVT Username Lookup" link (if needed).
 - Your initial password is your eight digit date of birth plus the letters Cs (i.e. 04252003Cs).
4. Click on the "Student" tab on the left.
5. Under "Registration Tools" click "Look up Classes" and select the appropriate term.
6. Make your selections (search by subject, location, etc.)
7. Write down the Course Reference Number (CRN).

COMMON COURSE LOCATION CODES

- CLEM—Clement Building, Columbia Campus
- WARF—Warf Building, Columbia Campus
- WLHB—Hickman Building, Columbia Campus
- LBS—Lewisburg Campus
- LACS—Lawrence Campus
- CLIF—Clifton Campus
- FHUM—Sargent Building, Williamson Campus
- FSCI—Sciences Building, Williamson Campus
- FADM—Administration Building, Williamson Campus

REGISTER FOR CLASSES

Registration is done online through your myChargerNet account.

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2. Click "MyCN" (horse icon in top blue navigation bar).
3. Enter your PVT username and password.
 - Click the "PVT Username Lookup" link (if needed).
 - Your initial password is your eight digit date of birth plus the letters Cs (i.e. 04252003Cs).
4. Click on the "Student" tab to the left.
5. Under "Registration Tools" click "Add or Drop Classes."
6. Select the term for which you want to register.
7. If you have no holds, select "Add or Drop Classes."
8. Enter the 5 digit Course Reference Number into the Add Class Worksheet table at the bottom of the page.
9. Click on "Submit Changes."
10. Once registered, close the browser window and click on the "Weekly Schedule" icon under "Student Services."
11. Please provide a copy of your schedule to your guidance counselor and keep one for your records.
12. Please check your Columbia State email regularly for important information.

CONFIRM YOUR SCHEDULE

Log in to "MyCN" and let us know that you will be attending! Click the "Student" tab, and select "View/ Pay Account" under "Student Services." Please be aware that if a balance remains after Dual Enrollment Grant funding is applied to your account, you will be directed to a secure website to pay the balance.

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