



Veteran Student Admission & Enrollment Checklist

Compared CS to other schools in the area:

- College Navigator - <http://nces.ed.gov/collegenavigator/>
- College Score Card - <https://collegescorecard.ed.gov/>
- Paying for College - <http://www.consumerfinance.gov/paving-for-college>

____ - ____ - ____ **Applied for admission to CS:** Create an account or login [HERE](#) to begin application.
(Date Completed)

www.columbiastate.edu/admissions/type-of-student/veteran

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.

____ - ____ - ____ **Gathered Documentation:**
(Date Completed)

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.)

- 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

Need Help? Contact: Veteran Services 931-540-2583 VeteransSuccessCoach@ColumbiaState.edu

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/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*******

____ - ____ - ____ **Received Acceptance Letter:**
(Date Completed)

- Acceptance Letter from [Enrollment Services](#)
- 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 Right Start Orientation:

- You will receive an email at your supplied email to attend [Right Start Orientation](#).
- If unsure about RSO, contact: **931-540-2564** or RightStart@ColumbiaState.edu.
- First time student at CS? Must attend [Right Start Orientation](#).
- You will NOT be able to register for classes unless you attend an RSO!
- 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: Veteran Services **931-540-2583** VeteransSuccessCoach@ColumbiaState.edu

Registered for Classes:

- Go to CS's main web page: <http://columbiastate.edu/>
- Look for the Charger logo in the upper right corner & "[Login to my CN](#)"
Using your username and password log on to [ChargerNet](#).
- 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>
- Career Pathway Specialist: 931-540-2778 CareerServices@ColumbiaState.edu

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

____ - ____ - ____ **Paying for College / Financial Aid:**
(Date Completed)

Tuition/Fees: 931-540-8267 <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>

Need Help? Contact: Veteran Services 931-540-2583 VeteransSuccessCoach@ColumbiaState.edu

Columbia Campus
1665 Hampshire Pike
Columbia, TN 38401
931-540-2722

Clifton Campus
795 Main Street
Clifton, TN 38425
931-676-6966

Williamson Campus
1228 Liberty Pike
Franklin, TN 37067
615-790-4400

Lawrence Campus
1620 Springer Road
Lawrenceburg, TN 38464
931-766-1600

Lewisburg Campus
980 South Ellington Parkway
Lewisburg, TN 37091
931-359-0351

Columbia State Community College, a Tennessee Board of Regents institution, is an AA/EOE educational institution.