

# *Information for New Chargers*

- 1. Where to Find Important Dates:**
  - a. Go to [www.columbiastate.edu](http://www.columbiastate.edu)
  - b. Locate “Calendars” above the Search Bar and Select Specific Area Needed
- 2. Where to Find Contact Information:**
  - a. Go to [www.columbiastate.edu](http://www.columbiastate.edu)
  - b. Select “Employee Directory” above the Search Bar
- 3. Who to Contact:**
  - a. Admissions – for receiving final transcripts & immunization records
  - b. Business Office – for tuition payment, setting up payment plans & turning in tuition discount forms
  - c. Financial Aid – for FAFSA help, loans, scholarships & student employment
  - d. Records – for sending transcripts & initial evaluation of transfer credit
  - e. Testing – for scheduling placement tests or challenge exams
- 4. Where to Find the Academic Catalog, Degree/Program Information, and the Student Handbook:**
  - a. Go to [www.columbiastate.edu](http://www.columbiastate.edu)
  - b. Locate “Quick Links” at the top right of the page
  - c. Select “Catalog/Handbook” and Select Specific Area Needed
- 5. Where to Find Campus Bookstore Information:**
  - a. Go to [www.columbiastate.edu](http://www.columbiastate.edu)
  - b. Locate “Quick Links” at the top right of the page
  - c. Select “Bookstore”
- 6. How to Login to your Charger Net Account:**
  - a. Go to [www.columbiastate.edu](http://www.columbiastate.edu)
  - b. Select “Login to: my CN” horse mascot picture at the top right of the page
  - c. Enter username (first letter of first name, last name, & sometimes a number) in the “Secure myCN Login” box
  - d. Enter password (8 digit birthdate) in the “Secure myCN Login” box
  - e. Select “Login”
- 7. How to Find Your Advisor:**
  - a. Login to Charger Net (see # 6) and click the “Student” Tab
  - b. Click “My Advisor”
- 8. How to Register For Classes:**
  - a. Login to Charger Net (see # 6) and click the “Student” Tab
  - b. Under “Registration Tools”
  - c. Click “Add or Drop Classes”
- 9. How to Print Your Class Schedule:**
  - a. Login to Charger Net (see # 6) and click the “Student” Tab
  - b. Under “Student Services”
  - c. Select “Weekly Schedule”
  - d. Select “Print”
- 10. How to View Holds:**
  - a. Login to Charger Net (see #6) and click the “Student” Tab
  - b. Under “Academic Profile” click “Holds”
- 11. How to Check your Financial Aid Eligibility:**
  - a. Login to Charger Net (see # 6) and click the “Student” Tab
  - b. Click “ Financial Aid Requirements”
  - c. Select “Message,” “Holds,” “Financial Aid Status” or “Progress”

**12. Where to Find Important Financial Aid Forms:**

- a. Go to [www.columbiastate.edu](http://www.columbiastate.edu)
- b. Locate "Quick Links" at the top right of the page
- c. Select "Financial Aid"  
Select "Financial Aid Forms" on the upper left of the page

**13. How to Check your Financial Aid Award(s):**

- a. Login to Charger Net (see # 6) and click the "Student" Tab
- b. Under "Financial Aid Awards"
- c. Click "Award Aid for Year" and select year
- d. Click "Award Overview" tab

**14. How to Confirm and Pay:**

- a. Login to Charger Net (see # 6) and click the "Student" Tab
- b. Under "Student Services" select "View/Pay Account"
- c. Select a term and then click "Submit"
- d. Select "Yes, I will be attending during \_\_\_\_ term" option

**15. How to Pay with a Credit/Debit Card:**

- a. Login to Charger Net (see # 6) and click the "Student" Tab
- b. Under "Student Services" select "View/Pay Account"
- c. Select the current academic term and hit "Submit"
- d. Select "Pay Now"

**16. How to Set up Direct Deposit for Refunds:**

- a. Login to Charger Net (see # 6) and click the "Student" Tab
- b. Under "Self Service" select "Student" select "Student Account" then select "View Bill/Make a Payment/Set Up a Payment Plan"
- c. Click "Continue" (you will be directed to a different site)
- d. Click "Electronic Refunds"
- e. Click "Set up Account"

**17. How to Set up a Payment Plan:**

- a. Login to Charger Net (see # 6) and click the "Student" Tab
- b. Under "Self Service" select "Student" select "Student Account" then select "Set up a Payment Plan"
- c. You will be redirected to another site
- d. Click "Payment Plan" (in the box on the left side of the screen)

**18. How to Find your 1098T Information for Tax Purposes:**

- a. Login to Charger Net (see # 6) and click the "Student" Tab
- b. Under "Self Service" select "Student" select "Student Account" then select "Tax Notification"
- c. Enter a Tax Year and Click "Submit"

**19. How to Set up an Authorized User:**

- a. Login to Charger Net (see # 6) and click the "Student" Tab
- b. Under "Self Service" select "Student" select "Student Account" then select "View Bill/Make a Payment/Set up a Refund Profile"
- c. Click "Continue" (you will be directed to a different site)
- d. Click "Authorized Users"