



## Veteran Student Admission & Enrollment Checklist

\_\_\_ - \_\_\_ -22 **Applied for admission to CS:** Create an account to begin application.

- Signed-in or created 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?

***Please be proud and self-identify on your CS application as CS offers you additional services, regardless if you use your GI benefits!***

\_\_\_ - \_\_\_ -22 **Gathered Documentation:**

- 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](mailto: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](mailto: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](mailto: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\*\*\*\***

**\_\_\_ - \_\_\_ -22 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](mailto:Admissions@ColumbiaState.edu)
- ❑ **Scheduled Testing:**
  - Find your Testing Center: <http://www.columbiastate.edu/testing>
  - Schedule Testing: **931-540-2821** or **2773** [TestingServices@ColumbiaState.edu](mailto:TestingServices@ColumbiaState.edu)
- ❑ **Scheduled New Student Orientation:**
  - You will receive an email at your supplied email with information concerning New Student Orientation
  - If unsure about RSO, contact: **931-540-2564** or [engage@ColumbiaState.edu](mailto:engage@ColumbiaState.edu).
  - First time student at CS? Must attend [New Student Orientation](#).
  - You will NOT be able to register for classes unless you attend an NSO!
  - 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](mailto: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](mailto:ChargerCenter@ColumbiaState.edu)

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

**\_\_\_ - \_\_\_ -22 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](mailto: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](mailto:VeteransSuccessCoach@ColumbiaState.edu)**

**The Veterans Success Office can assist you with:**

- Transition assistance
- Veteran-specific resources
- Connections with the Student Veteran Organization

**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.