



SPRING SEMESTER 2019
REGISTRATION CALENDAR

Class Dates: JANUARY 7 - MAY 1, 2019

Registration/Web Registration	Oct 1 – Dec 6
Guaranteed Processing Date for Enrollment	Dec 6
Guaranteed Processing Date for Federal Pell Grant	Dec 15
Guaranteed Processing Date for HOPE Scholarship/Grant:	Dec 15
(Deadline for degree students to submit HOPE GPA Evaluation Request to Financial Aid.....Dec 1)	
(Deadline for degree students to submit HOPE GPA Evaluation Request to Financial Aid for completion by end of term..... March 15)	
Academic Advisement Week	Sep 24-27
New Student Orientation	Dec 5
Orientation: 9:00 am or 5:00 pm Registration: 10:00 am or 6:00 pm	
Cancellation of Schedules for Non-Payment of Tuition/Fees (3 pm).....	Jan 3
Classes Begin:	Jan 7
LAST DAY TO DROP CLASSES FOR A 100% REFUND AND NO PENALTY: Jan 9, 2019.	
New Student Late Registration /Drop/Add (Patrick Hall P-200 Academic Advisement Center) (8:30 am – 6:00 pm).....	Jan 7 - 9
All fees for classes added during drop and add period Jan 7 – 9, 2019 are due at that time	
Final Date to Change Major	Jan 9
Course Audit Request Deadline.....	Jan 9
Exemption Exam Request Deadline	Jan 9
Graduation Eligibility Screening Deadline.....	Jan 7

Please see your faculty advisor for guidance in your course selection.

Exemption Exams

Apply to take an exemption in the Registrar's Office. If eligible to take the exam(s) requested, the student will be issued an Exemption Exam Form. The student will complete the section requiring their name, student I.D. number, program and signature.

Pay the exemption exam fee at the Cashier's Window. The cashier will stamp the form "PAID".

The student will take the Exemption Exam Form to the School Dean responsible for arranging the administration of the exam. This process should happen during the Drop/Add period.

Financial Aid

All students must submit a FAFSA (Free Application for Financial Student Aid) in order to receive any Federal or state financial aid. Apply at www.fafsa.gov.

To determine eligibility for the Federal Pell Grant, applicants enrolled in a degree, diploma, or Pell-approved certificate must complete a 2018-2019 Free Application for Federal Student Aid (FAFSA). Applicants should access www.fafsa.gov to submit Pell Grant applications to the Department of Education using 2016 tax information. Students should read the Student Aid Report (sent to students by Department of Education or printed at www.fafsa.gov) to determine if they have been selected for a process called Verification. Students selected for Verification must submit a 2016 Federal tax transcript and 2016 W2s to the Financial Aid Office to ensure a Pell disbursement during **Spring Semester 2019**.

Financial aid recipients must maintain Satisfactory Academic Progress (SAP) as follows:

- Cumulative 2.00 GPA
- Complete 66.66 percent of cumulative hours
- Meet the 150 percent time frame for each program of study

Mandatory Fees (\$321.00 PER Semester):

Registration \$50
Activity \$45
Technology \$105
Instructional Support \$55
Insurance \$6
Tutorial Assistance \$35
Campus Security \$25

The cost of books varies depending upon the program. Some programs also require the purchase of uniforms and additional supplies. Books may also be rented from The Campus Store by accessing <http://columbustech.rentsbooks.com>.

Tuition and Fees Payment Due Date

All tuition and fees are due and payable at the time of registration and may be paid by check, cash, Discover, Visa or pre-approved financial aid. **All pre and open registrations for which the account is not settled by 3:00 pm on January 3, 2019 will be canceled.** Schedules may be reinstated during the first 3 days of classes **after payment of the \$45 late fee.** Columbus Technical College reserves the right to make changes as we approach the beginning of each semester.

Other Fees:

Replacement Parking Decal - \$20 annually
Official Transcript Fee - \$7.50 per transcript
Student I.D. Badge - \$5 replacement fee
Retest Fee - \$15 per section
Exemption Test – 25% of course amount
Diploma Replacement - \$25
Graduation Processing Fee \$40
Change of Major Fee - \$10

A processing fee of \$40.00 is applicable to all graduating students; fee to be paid by the end of the semester in which graduation is processed. Credentials will not be printed until payment is made.

All prospective **Spring 2019** semester graduates should call the Registrar's Office at (706) 649-1857 to make an appointment for their graduation eligibility screening. Prospective graduates must schedule the graduation screening by **January 7, 2019. This deadline is critical for our students to be able to make any schedule changes to meet eligibility requirements for graduation.**

Students who have no deficiencies will be processed for graduation in the Registrar's Office during the appointment.