

SPRING SEMESTER 2018

REGISTRATION CALENDAR

**Class Dates: JANUARY 8 - MAY 1, 2018**

Registration/Web Registration **Sep 25 – Dec 8**

Guaranteed Processing Date for Enrollment **Dec 7**

Guaranteed Processing Date for Federal Pell Grant **Dec 4**

Guaranteed Processing Date for HOPE Scholarship/Grant: **Dec 7**

(**Deadline for degree students to submit HOPE GPA Evaluation Request to Financial Aid………….. Dec 4)**

**(Deadline for degree students to submit HOPE GPA Evaluation Request to Financial Aid for completion by end of term Mar 15)**

Academic Advisement Week **Sep 18-21**

New Student Orientation **Dec 6**

**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 4**

Classes Begin:  **Jan 8**

**LAST DAY TO DROP CLASSES FOR A 100% REFUND AND NO PENALTY: Jan 10, 2018.**

New Student Late Registration /Drop/Add (Patrick Hall P-200 Academic Advisement Center)

(8:30 am – 6:00 pm) **Jan 8 - 10**

**All fees for classes added during drop and add period Jan 8 – 10 2018 are due at that time**

Final Date to Change Major **Jan 10**

Course Audit Request Deadline **Jan 10**

Exemption Exam Request Deadline **Jan 10**

**Graduation Eligibility Screening Deadline Jan 8**

**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**](http://www.fafsa.gov)**.**

To determine eligibility for the Federal Pell Grant, applicants enrolled in a degree, diploma, or Pell-approved certificate must complete a 2017-2018 Free Application for Federal Student Aid (FAFSA). Applicants should access [**www.fafsa.gov**](http://www.fafsa.gov) to submit Pell Grant applications to the Department of Education using 2015 tax information. Students should read the Student Aid Report (sent to students by Department of Education or printed at [**www.fafsa.gov**](http://www.fafsa.gov)) to determine if they have been selected for a process called Verification. Students selected for Verification must submit a 2015 Federal tax transcript and 2015 W2s to the Financial Aid Office to ensure a Pell disbursement during **Spring** **Semester 2018**.

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 ($319.00 PER Semester):**

Registration **$50**

Activity $**45**

Technology $**105**

Instructional Support **$55**

Insurance **$4**

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 4, 2018 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 - **$5.00** 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 2018***  **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 8, 2018. 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.