# COLUMBUS TECH

SPRING SEMESTER 2024
REGISTRATION CALENDAR

## Class Dates:  JANUARY 8- APRIL 30, 2024

Registration/Web Registration ................................................................................... **Oct 16 – Dec 17**

Guaranteed Processing Date for Enrollment ................................................................. Jan 10

Guaranteed Processing Date for Federal Pell Grant .........................................................Dec 8

Guaranteed Processing Date for HOPE Scholarship/Grant: .............................................Dec 8
(**Deadline for degree students to submit HOPE GPA Evaluation Request to Financial Aid……Mar 8**)

(**Deadline for degree students to submit HOPE GPA Evaluation Request to Financial Aid for completion by end of term…Mar 8**)

New Student Orientation and Academic Advisement Week ....................................... Oct 16 – 19


**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, 2024.**


New Student Late Registration /Drop/Add (Hartline building, Rm 153A 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, 2024 are due at that time**

Final Date to Change Major ....................................................................................**Jan 10**

Course Audit Request Deadline................................................................................**Jan 10**

Exemption Exam Request Deadline ..........................................................................**Jan 31**

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.studentaid.gov](http://www.studentaid.gov)

To determine eligibility for the Federal Pell Grant, applicants enrolled in a degree, diploma, or Pell-approved certificate must complete a **2023-2024** Free Application for Federal Student Aid (FAFSA).  Applicants should access the FAFSA at [www.studentaid.gov](http://www.studentaid.gov) to submit their application to the Department of Education using **2021** tax information. Once submitted, students should monitor their student email account for important notifications from the Financial Aid office. If selected for verification, students must log into their [https://columbustech.verifymyfafsa.com/](https://columbustech.verifymyfafsa.com/) account and complete outstanding requirements in order for financial aid eligibility to be determined.

Financial aid recipients must maintain Satisfactory Academic Progress (SAP) as follows:
- Cumulative 2.00 GPA
- Complete 66.6 percent of cumulative hours
- Meet the 150 percent time frame for each program of study

## Mandatory Fees ($356.00 PER Semester):

Registration $**55**
Activity $**45**
Technology $**110**
Instructional Support $**60**
Insurance **$6**
Tutorial Assistance **$35**
Campus Security **$45**

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](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, 2024 will be canceled.**  Schedules may be reinstated during the first 3 days of classes.  Columbus Technical College reserves the right to make changes as we approach the beginning of each semester.

## Other Fees:
Official Transcript Fee - **$10.00** per transcript
Student I.D. Badge - **$10** replacement fee
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 2024* **semester** graduates should complete the online Application for Graduation.  Prospective graduates should complete the application for graduation by **January 8, 2024.  This deadline is critical for our students to be able to make any schedule changes to meet eligibility requirements for graduation during the drop/add period.**

**Students will be notified by email if they are cleared or if they have deficiencies.**