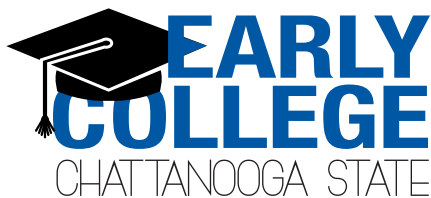




# ENROLLMENT GUIDE



**CHATTANOOGA STATE**  
COMMUNITY COLLEGE



## Welcome to Early College!

You are making the right decision to get an early start to college and career with Early College at Chattanooga State Community College. By making the choice to start college early, you are on the fast-track to college success while also completing high school requirements for graduation. You can attend college classes during the regular school day on your high school campus, on any Chattanooga State campus and even online!

### Students who participate in Early College:

- ✓ Accelerate their college career in a comfortable and familiar environment.
- ✓ Enroll in challenging classes that are affordable and close to home.
- ✓ Earn college credits that transfer to most four-year universities.
- ✓ Gain an understanding of the rigor of college work as well as learn about how to interact with college faculty.
- ✓ Increase confidence in their ability to have success in college.
- ✓ Access college resources, facilities and services such as college advising, career counseling, library and research databases, and math and reading tutoring labs.
- ✓ Take a wider range of courses than are offered in high school.
- ✓ Learn from highly qualified teaching faculty who meet the criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

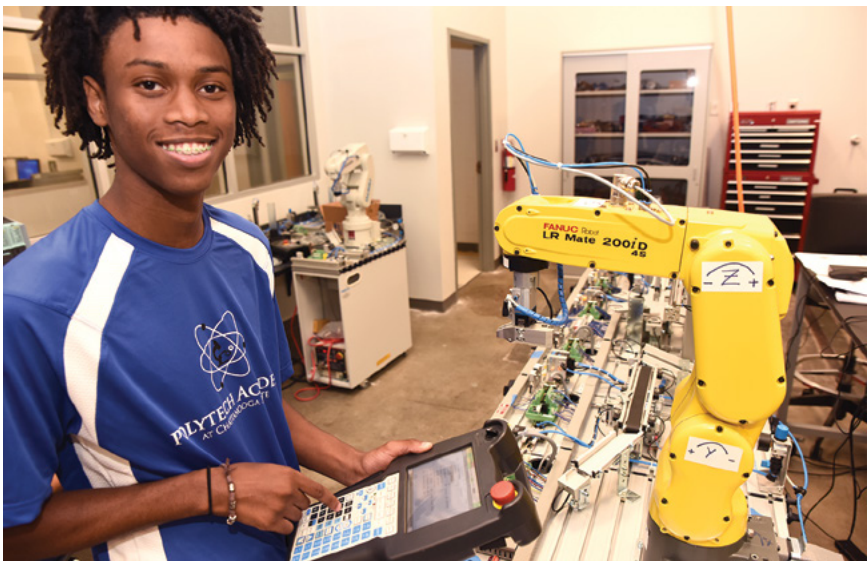
This handbook includes the information that you need to have a successful early start to college. You can also find more information on our website at [chattanoogastate.edu/early-college](http://chattanoogastate.edu/early-college). Feel free to call us or stop by the CAT building to visit us as well!

Sincerely,

*Early College Chattanooga State Staff*

# Get Started with These Simple Steps

- 1 Complete the online admissions application checklist: [chattanoogastate.edu/high-school-dual-enrollment-students](http://chattanoogastate.edu/high-school-dual-enrollment-students).
- 2 Parents must sign the Early College Acknowledgment form found on the admissions website.
- 3 Complete the Dual Enrollment Grant: [tn.gov/collegepays/tsac-student-portal](http://tn.gov/collegepays/tsac-student-portal) (11th and 12th Grade Tennessee Residents)
- 4 In 24-48 hours, you will receive an email verifying receipt of your application and next steps. This email will include your student identification number (also called your A#). All communication will be sent to the student email provided on the application.
- 5 Work with your school counselor or homeschool umbrella group to decide which college courses will best fit with your academic and career goals. Early College office will assist with your registration after you have been admitted.





# Steps to Apply for Tennessee Dual Enrollment Grant

- 1 Create an account at [tn.gov/tsacstudentportal](https://tn.gov/tsacstudentportal).  
Click **Create a Log In**
- 2 WRITE DOWN YOUR LOG-IN INFORMATION – you will need this for Tennessee Promise as well.
- 3 Complete the form and click **Create My Account** and log back in.
- 4 Read and accept the agreement.
- 5 Click on **Apply** in the top left-hand corner of the screen.
- 6 Find “Dual Enrollment Grant” for the appropriate school year and click on the link. Click **I Understand**. Click **Dual Enrollment Grant**.
- 7 Fill out the information completely. Be sure your Social Security Number (SSN) is correct.
- 8 Choose **Chattanooga State Community College** as the institution.
- 9 Submit the form.
- 10 Save the confirmation letter for your files.



# Next Steps

## Check Admissions Status

In TigerWeb, click “Admissions Status” to see what items you may be missing. Admissions requirements must be met before registration.

## Log onto TigerWeb

Click the Tiger paw print in the ChattState homepage. Use the Tiger ID Wizard to retrieve your Tiger ID and create a password.

## Verify Dual Enrollment Grant

Log into your TSAC Student Portal [tn.gov/collegepays/tsac-student-portal](http://tn.gov/collegepays/tsac-student-portal) and verify that Chattanooga State is listed as your institution. Verify that your application status is “pending verification” or “eligible.”

## Purchase Books

Go to [chattanoogaestate.edu](http://chattanoogaestate.edu). Click “Bookstore.” Enter your A number and hit enter. Select appropriate term and click “Find Courses.”

## View Bill and Pay Fees

Log into TigerWeb and click to enter TigerWeb Self Service. Click “Log into Self Service Banner.” Click “Pay My Fees.”

## Check Schedule and Attend Class

Log into TigerWeb. Under the student tab, click “TigerWeb Self-service Banner.” Click on “Student,” then “Registration.” Click “Student Detail Schedule.” Select appropriate CREDIT term and click SUBMIT.





# Am I Qualified?

The ideal Early College student is a mature, responsible student who is college-level according to standardized test scores and/or high school GPA. Remember that Early College courses have the same rigor and expectations as any other college class. For a complete listing of required ACT scores and high school GPA requirements, contact us at [earlycollege@chattanoogaastate.edu](mailto:earlycollege@chattanoogaastate.edu).

## Steps to Register for Placement Testing

If your ACT score or high school GPA do not meet minimum requirements, follow these steps to sign up for the ACCUPLACER Placement test. This test must be complete by the deadline in order to qualify for dual enrollment registration. The link for online testing registration is [www2.registerblast.com/Chattanoogaastate/Exam/List](http://www2.registerblast.com/Chattanoogaastate/Exam/List).

- 1 Choose a group: Select PLACEMENT.
- 2 Choose an exam: Select Writing/Reading/Math.
- 3 Select a date/time.
- 4 Enter your information completely (your "A" number should have come in an email from ChattState if you completed your application correctly).

Testing takes place in IMC-122. Bring a valid state-issued photo ID, and know your "A" Number.

To take ACCUPLACER at Dayton or Kimball site, contact the site directly.

**Dayton: 423.365.5010    Kimball: 423.837.1327**

**Writing Center** (help with writing projects )  
[chattanoogaastate.edu/donald-f-andrews-reading-writing-center](http://chattanoogaastate.edu/donald-f-andrews-reading-writing-center)

**Math Lab (math tutoring)**  
[chattanoogaastate.edu/mathematics-sciences/math-center](http://chattanoogaastate.edu/mathematics-sciences/math-center)

A complete list of resources and ChattState policies can be found in the student handbook: [chattanoogaastate.edu/student-handbook](http://chattanoogaastate.edu/student-handbook).

# Transferability

Students taking Early College courses can be confident that the college credits they earn through Early College will transfer seamlessly to any Tennessee Community College or public 4-year institution. The Tennessee Transfer Pathway website clearly maps out what courses are needed for transferring into a 4-year degree program.

We encourage students to visit the website at [tntransferpathway.org](http://tntransferpathway.org) to check out the courses that you need to take in order to earn the degree that will lead to your dream job! You will be able to complete many general education requirements before you even graduate high school. This saves you time and money!

In addition, if you are planning to go out-of-state for college, some of your Dual Enrollment classes may transfer. Always check with the transferring university to verify course transferability.

# Course Selection

Most high schools offer college courses taught by highly qualified ChattState faculty on the high school site. Get in touch with your high school counselor for a list of courses available at your high school.

If you are interested in taking a class online, at ChattState's main site, or at our Dayton or Kimball Site, you can check out the course offerings on our Course Catalog. Visit [catalog.chattanoogastate.edu/index.php](http://catalog.chattanoogastate.edu/index.php) for a complete listing of courses and qualifications.





# Adding/Dropping Classes

- ✓ Drop classes before they begin to avoid charges.
- ✓ The deadlines for refunds are listed here:  
[chattanoogastate.edu/financial/tuition-fees/refund-dates-credit-students](http://chattanoogastate.edu/financial/tuition-fees/refund-dates-credit-students).
- ✓ Drop classes before the deadline to avoid an F grade. Contact us at [earlycollege@chattanoogastate.edu](mailto:earlycollege@chattanoogastate.edu) for the academic drop deadlines.
- ✓ Dropping a class could have future academic or financial implications.

# Grading and Transcripts

- ▶ Early College class expectations are the same as any other college class.
- ▶ The student is responsible for keeping up with assignments and due dates in the course syllabus and communicating with instructors.
- ▶ Keep in mind that the grade on your high school transcript for your Dual Enrollment (DE) courses may differ than the grade on your ChattState transcript because some high schools add on honors points to DE courses.
- ▶ Transcripts of your Chattanooga State Community College courses can be requested through TigerWeb. Directions can be found here:  
[chattanoogastate.edu/student-support/information/transcript-request](http://chattanoogastate.edu/student-support/information/transcript-request).



# Cost Breakdown

Thanks to the Tennessee Dual Enrollment Grant (DEG) and reduced tuition costs for Chattanooga State Community College Early College students, taking college courses while in high school has never been more affordable! Taking Dual Enrollment classes is a smart way to save time and money as students begin the journey toward their college degree and, ultimately, the career of their dreams!

## Dual Enrollment Grant (DEG) and Out of Pocket Costs

Course Number	ChSCC Cost	DEG Funds	Out of Pocket Cost to Student
Course 1	\$498 + books & fees*	\$498	books & fees*
Course 2	\$498 + books & fees*	\$498	books & fees*
Course 3	\$498 + books & fees*	\$498	books & fees*
Course 4	\$498 + books & fees*	\$498	books & fees*
Course 5-10	\$498 + books & fees*	\$300	\$198 + books & fees*

- ▶ The DEG is available for any high school junior or senior with legal residence in the state of Tennessee.
- ▶ In order to continue using the DEG, students must maintain a college GPA of 2.75.
- ▶ **Enhanced Grant:** The DEG only pays for one course per semester unless a student is eligible for the Enhanced Grant. The Enhanced Grant will allow students to use DEG funding for up to 3 classes in one semester. In order to qualify for Enhanced Grant, students must have a 3.0 GPA or a 21 ACT score. Homeschool students must have a 21 ACT to qualify for Enhanced Grant.
- ▶ **If you qualify for Enhanced Grant, but don't want to use it, contact our office.**
- ▶ Students must apply for the DEG each year at [tn.gov/collegepays/tsac-student-portal](http://tn.gov/collegepays/tsac-student-portal)
- ▶ Please be advised that some math and science courses offered are 4-hour courses which will cost \$664 plus books and fees.
- ▶ Students log into their TigerWeb in order to pay remaining costs.
- ▶ Books can range from \$40 to \$200 per course. Visit the ChattState Bookstore to check book costs: [bkstr.com/chattstatestore/home](http://bkstr.com/chattstatestore/home).

\*These costs are assuming a 3-Credit Hour Course. Common fees are Math Fees (\$75), Digital Book Fees (\$70-150), and Online Course Fees (\$25).



# Campus Life and Campus Resources

As an Early College student, you have access to the same resources as any other college student.

## ▶ **Photo ID**

Having a ChattState photo ID gives you access to the ChattState facilities, testing center, campus activities and college student discounts around town. Create your Photo ID in the Student Life Center – HPF-180 (The building with the gym on campus).

## ▶ **Parking Pass** (if you are taking classes on campus)

Log into your TigerWeb and request a parking pass. Pick up your parking pass in the Bursar's office in the Student Services building.

## ▶ **eLearn Directions**

[library.chattanoogastate.edu/arst](http://library.chattanoogastate.edu/arst)

## ▶ **Student IT Help Line for Technology Assistance**

(if you have problems with getting into the system) **423.697.5595**

## ▶ **Bursar's Office** (billing assistance and questions about payment plans – “the money people”)

**423.697.4732** [bursar@chattanoogastate.edu](mailto:bursar@chattanoogastate.edu)

## ▶ **Center for Distributed Education** (help with online classes)

**423.697.4408** [cde@chattanoogastate.edu](mailto:cde@chattanoogastate.edu)

## ▶ **Global Scholars**

(questions about the honors program and requirements to participate)

**423.697.2577** [juan.alonso@chattanoogastate.edu](mailto:juan.alonso@chattanoogastate.edu)

## ▶ **Library**

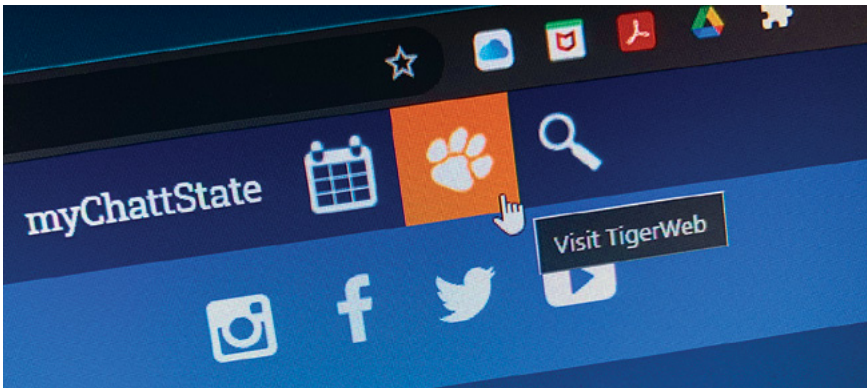
**423.443.4338** (text) [library.chattanoogastate.edu/home](http://library.chattanoogastate.edu/home)

## ▶ **Disability Support Services**

Students with a high school IEP/504 plan are encouraged register with the Center for Access and Disability Services. Your IEP will not automatically transfer to college unless you contact this office.

**423.697.4452**

[chattanoogastate.edu/center-access-disability-services](http://chattanoogastate.edu/center-access-disability-services)



## Passwords

### TigerWeb

TigerID: \_\_\_\_\_

Password: \_\_\_\_\_

### TSAC Portal

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Early College Contact Info

**Phone:** 423.697.4427

**Email:** [earlycollege@chattanoogaastate.edu](mailto:earlycollege@chattanoogaastate.edu)

**Web:** [chattanoogaastate.edu/early-college](http://chattanoogaastate.edu/early-college)

**Live Chat:** [library.chattanoogaastate.edu/ecstudent](http://library.chattanoogaastate.edu/ecstudent)

**Instagram:** [early\\_college](https://www.instagram.com/early_college)



Dual Enrollment

TCAT Dual Enrollment

Dual Credit/Tech Track

Polytech Academy Chattanooga

Mechatronics Akademie at Volkswagen

Collegiate High at Chattanooga State

Hamilton County STEM School

Polytech Academy at Kimball

Early College Academy at Kimball

[chattanoogastate.edu/early-college-pathways](http://chattanoogastate.edu/early-college-pathways)

**CHATTANOOGA STATE**  
**COMMUNITY COLLEGE**