

STUDENT ORIENTATION



WE ARE CHATTSTATE

Welcome to Chattanooga's Community College

Welcome to Chattanooga's community college where student success is our mission!

Whether you are the first in your family to attend college or you come from a strong college-going tradition, we believe that your time at this wonderful institution will make a difference in your life. Our college's greatest assets are the well-qualified caring instructors, counselors, staff and administrators you'll come to know during your time here. As a college, we pride ourselves on being prepared to meet the challenges of a global economy by making sure we maintain cutting edge facilities, well-established partnerships with our regional industries, and seamless transfer pathways with our universities.

Counseling, financial aid assistance, tutorial and career exploration are but a few of the many support services available to you as a Chattanooga State Tiger. We also encourage you during your time here to participate in the various student activities and organizations on campus. Data clearly shows students who participate in college life are far more likely to be successful in the classroom. These student activities provide the opportunity to build strong leadership skills and make lifelong friends.

Congratulations on your decision to be a graduate of Chattanooga State Community College. You are laying a solid foundation for your future and the future of our community.

Your Success is Our Success.

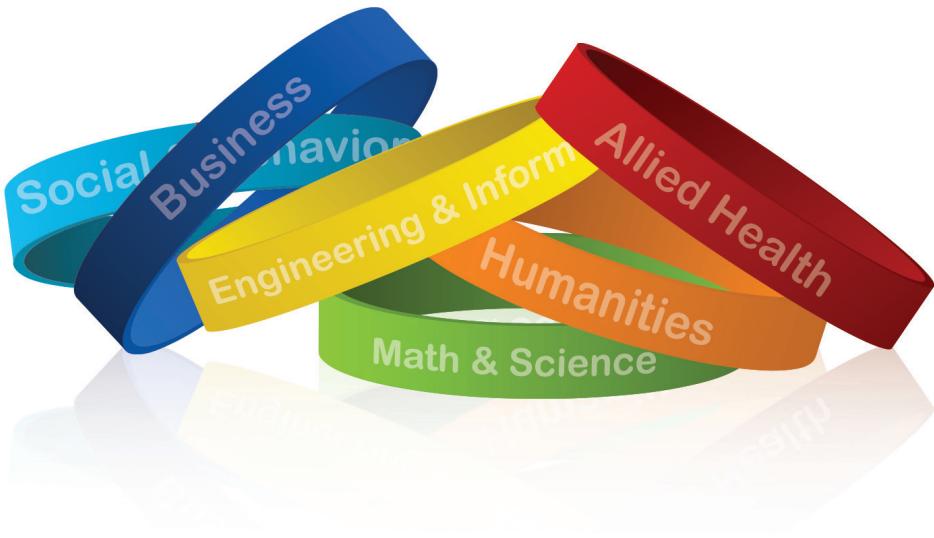


What do you want to be when you grow up?

Major Deal: Make Connections with your Majors

Look for others wearing **wristbands** that match yours and introduce yourself!

The key below indicates what colors go with each division.



Key:

- Allied Health-Red
- Business-Dark Blue
- Engineering & Information Technology-Yellow
- Humanities-Orange
- Math & Science-Green
- Social & Behavioral Science-Light Blue

Academic Resources

Academic Support Resources

Math Center: IMC-225, is open days, evenings, and weekends to help students with all levels of math. Math faculty and tutors are always available to assist students.

Andrews Reading & Writing Center: IMC-215, is available to help students with writing assignments at any stage of the writing process. Tutors are available to assist students.

Student Support Center: IMC-124, is available to help students with mentoring, tutoring, sharing study techniques, encouraging time management, relieving test anxiety, evaluating learning skills and more.

Disabilities Support Services: S-120, is a program that seeks to meet the needs of students with disabilities by providing appropriate accommodations that create equal opportunities.

Success Coaches: S-118, help students with admissions, financial aid, advising and registration. You're required to meet with your success coach prior to registration.

TN Promise Service Learning: IMC-217, Students may receive assistance with community service projects and hours needed to fulfill the TN Promise requirement.



Meet your Success Coaches

Success Coach Profiles

- **Sheila Albritton**

Director, Success Coaches

(423) 697-4710

sheila.albritton@chattanoogastate.edu

"Work Hard, Play Hard." -Unknown

- **Vicki Duncan**

Success Coach

(423) 521-1563

vicki.duncan@chattanoogastate.edu

"Action is the foundational key to all success"

-Pablo Picasso

- **Kellie Graves**

Success Coach

(423) 521-1414

kellie.graves@chattanoogastate.edu

"Success is liking yourself, liking what you do, and liking how you do it." -Maya Angelou

- **Scott Jenno**

Success Coach

(423) 521-1474

scott.jenno@chattanoogastate.edu

The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will.

-Vince Lombardi

- **Alyssa Moss**

Success Coach

(423) 521-1476

alyssa.moss@chattanoogastate.edu

"Your future success is created by what you do today. Not tomorrow."

-Robert Kiyosaki

- **Helen Knight**

Success Coach

(423) 521-1483

helen.knight@chattanoogastate.edu

"The road to success is always under construction." -Lily Tomlin

- **Rhonda McWhorter**

Success Coach

(423) 521-1538

rhonda.mcwhorter@chattanoogastate.edu

"The journey of a thousand miles begins with a single step." -Confucius

- **Christopher Mobley, Ph.D.**

Success Coach

(423) 521-1538

christopher.mobley@chattanoogastate.edu

"Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome."

-Booker T. Washington

Kolwyck Library & Information

Welcome, Students!

Need a place to use technology, study, or get research help?

KLIC has...

- 120 + Computers
- Books, Magazines, DVDs
- Study Rooms
- Anatomy Models
- Course Textbooks
- Comfy Booths
- Exhibit Spaces
- Mobile Classroom
- Conference Room
- Print/Copy/Fax

Visit KLIC on the 1st floor of the IMC building or online:

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

SERVICES AVAILABLE

Print and Online Collections

Collections include print items (books, etc.), electronic databases, eBooks, films, DVDs, and audio books.

Many course textbooks are available on reserve for use in the library.

Technology Help

Student Tech Support in the library can assist you with problems with TigerWeb, campus wifi, Microsoft Office, and much more.

Print and Online Collections

Collection include electronic databases, eBooks, films, DVDs, audio books, and print items.

CONTACT

Library Service Desk: 423-697-4448

Text-a-Librarian: 423-443-4338

Student Tech Support: 423-697-5595

Chat or Ask Tigerpedia for answers to campus FAQ?

TIGER TECH TUESDAYS

TCAT's Tiger Techs are available most Tuesdays in the library to provide free help for your laptop, tablet, or smartphone.

Tiger Techs can help with:

- Making your laptop run faster
- Removing viruses and malware
- Fixing sticky keyboards
- And much more!

Learn more at:

library.chattanoogastate.edu/TigerTechs

Tigerpedia

Chat or ask Tigerpedia campus FAQ for answers to your questions

Tigerpedia is a comprehensive knowledge base developed by the library to provided answers to hundreds of questions about campus services and technology. If you don't see the answer you're looking for, you can submit your question to help Tigerpedia grow.

tigerpedia.chattanoogastate.edu



Get Involved Get Engaged!

Get Involved

- Attend Orientation
- Attend an Academic Event
- Attend an Athletic Event
- Attend a Student Organization Sponsored Event
- Learn More About a Student Organization

With more than 40 clubs and organizations to choose from, all students can find something that appeals to their interests. ChattState clubs and organizations use ChattSync to communicate with students and staff. It's an excellent tool for promoting student involvement.

Adult Services

Assist adult students with enrollment process, TN Reconnect, and academic support.
IMC 124

Boss Program

Building Outstanding Service Scholars Program (BOSS) is a co-curricular high impact educational program designed to assist students in the transition from high school to college in a supportive and familiar environment.
IMC 124 (423) 692-2471

Multicultural Services

promotes diversity and inclusion throughout all levels of the campus community.
HPF 180 (423) 697-3371
“Commitment to Diversity”

Global Scholars

The Global Scholars Program, Chattanooga State's academic honors program, will provide you an opportunity to gain a global perspective and awareness through a deeper and more complex, connected, and contextualized college experience.

Program Requirements:

ACT composite score of 25*
SAT score of 1130

High school GPA of 3.50*

GPA of 3.50 or higher based on a minimum of 12 hours of college-level courses
If interested Contact: (423) 697-2577

What's your Involvement Record?

ePortfolio-is a tool that allows you to tell your story, showcase academic work, highlight extracurricular activities, and reflect on your learning, goals, and successes.

Student Government Association

Let Your Voice Be Heard!

SGA is the voice of the student body. Its mission is to provide an official forum where student opinions can be expressed; enact quality programs that serve the general welfare of all Chattanooga State students; promote high quality education and educational opportunities for all students served by the college; actively participate in the governance of the college; and provide support to campus clubs and organizations.

Athletic Programs

NJCAA-National Junior College Athletic Association
TCCAA- Tennessee Community College Athletic Association

- Men's Basketball
- Women's Basketball
- Softball
- Baseball
- Cheerleading
- Volleyball

IM REC- stands for Intramurals and Recreation. The IM REC department offers students the opportunity to live active and meaningful lives while on campus.

Fun Stuff:

• Table Tennis	• Basketball	• Disc Golf
• Cornhole	• Biking	• Turkey Toss
• Horseshoes	• Trips	• Kayaking
• Dodge Ball	• Pickleball	
• Flag Football	• Darts	

Learning Experiences

Service-learning: is learning by doing. It is connecting knowledge with hands on experience.

Study Abroad: Tiger Travels Education Abroad Program (Study Abroad)-Enjoy a global experience! Complete the online TnCIS Application.

Complete the Tiger Travels Education Abroad Interest Application.

Meet the eligibility requirements- contact the Multicultural and International Office:

internationals@chattanoogastate.edu, 423-697-3352

Interview with the Education Abroad

- Examples of Service Learning
- Study Abroad
- Research
- Community Service
- Internships/Coops
- Clinical Experiences

Career Services

Career Services provides a variety of services to students seeking assistance with occupational choice and employment opportunities. Students may schedule an appointment for any of the following services by calling: (423) 697-4421

- Guidance with decision making on choosing a major or career path
- Career assessments
- Job search planning
- Resume writing
- Interview skills
- JOBlink (access to job or internship postings)
- Career & College Fairs
- Online resources
- Graduate Placement Data

Money Matters, Financial Aid Terms:

Cost of Attendance (COA): The total amount it should cost a student to go to school--usually expressed as a yearly figure.

Disbursement: The release of grant and loan funds to the school for delivery to the student.

Dependent/Independent Verification: Federal FAFSA review to determine the accuracy of the information on a student's financial aid application. (Dependent will need to be completed by student and parent. Independent by student only.)

Entrance/Exit Counseling: Counseling sessions borrowers are required to attend before receiving their first loan disbursement and again before leaving school.

FAFSA: Free Application For Student Aid. The FAFSA is required for all federal and state financial aid.

Federal Work Study: is a federal need-based financial aid program designed to provide part-time employment to eligible students in positions both on and off campus.

FSA ID: Used to electronically sign FAFSA: can later be used to log in and complete Entrance/Exit Counseling and MPN at www.studentloans.gov, review federal aid history at www.nslds.ed.gov, and log back into the FAFSA to make corrections

Master Promissory Note (MPN): Legal document borrowers sign must sign to receive student loans.

Pell Grant: A need-based Federal grant awarded to students who are pursuing their first undergraduate degree. Pell Grants may also be available for part-time study.

Refund: A reimbursement of funds is issued to you when the sum of your loan(s), grant(s), and scholarship(s) awards is greater.

Money Matters

Satisfactory Academic Progress (SAP): Federal eligibility to receive financial aid based on your academic performance. SAP is measured each semester for your entire college career.

SEOG Grant: A need-based Federal grant.

Scholarship: Awards available for students who meet certain requirements. The application for institutional scholarships is available on the school website.

Subsidized Loan: A Federal loan which is awarded to a student on the basis of need. The federal government pays interest on the loan (“subsidizes” the loan) until you begin repayment

Unsubsidized Loan: A non-need-based Federal loan on which interest is not paid by the federal government.

Tax Return Transcript: A transcript of your tax return generated by the IRS needed for Verification.

Terms and Conditions: Acknowledgement of your awards and what students must do to maintain eligibility and receive disbursements.

Title IV Authorization: If accepted, excess financial aid will be available for books and orientation fees. If not, student will have to pay out of pocket for student fees and books.

Financial Aid Checklist

Complete a FAFSA at fafsa.gov (ChattState Code: 003998)

Create an FSA ID at fsaid.ed.gov

Review Financial Aid Status for the academic year you are planning to attend

Review and complete all financial aid requirements

Review your awards in Tiger Web

Accept the Terms and Conditions of your awards

If you accept a student loan you must complete:

*Master Promissory Note and Entrance Counseling

1. Go to www.studentloans.gov

2. Sign in and complete the Entrance Counseling and Master Promissory Note

(will take about 10 minutes to complete)

- Apply for scholarships inside Tiger Web or through the Chattanooga State website
- Explore other financial options (Payment Plans Fall and Spring Only)

Scholarships

Scholarships are available to students based upon their academic performance, community service, residency, and other criteria as defined by the founder or donor of the award. Both the State of Tennessee and the Chattanooga State Foundation provide scholarships for qualified students.

1. The Scholarship application is located in your Tiger Web account or Financial Aid section of the school website.

*Recipients will receive an email notification via their Chattanooga State TigerMail account when awarded.

Students must meet award criteria to receive funding.*

2. Complete all required fields of the general application and contact your references to ensure they finish your recommendation.

3. Review your application, including extracurricular activities and reference request, then Finish and Submit

4. Click on the Opportunities tab to apply to other scholarships

5. View individual scholarship opportunities to see if you qualify. Click **Apply** and submit any required information to have your application considered for individual opportunities.

Federal Work Study

A federal need-based financial aid program designed to provide part-time employment to eligible students in positions both on and off campus.

At the beginning of every aid year, positions will become available by July 1st. Students will need to view open positions on the ChattState website and contact the supervisor for an interview.

Financial Resources

Keeping your Aid

Read the Withdrawal/Repayment Policy located at
www.chattanoogastate.edu/withdrawalrepayment-policy

BEFORE dropping or withdrawing from classes.

Dropping or withdrawing can result in:

- A. Suspension from receiving financial aid
- B. Loss of scholarships including Hope, tnPromise, or tnReconnect
- C. Debt to the institution or US Dept. of Education

Note: Students must re-apply each academic year. Students meeting the eligibility to retain a scholarship may receive it up to a maximum of four (full-time) semesters.

Enrollment Status:

Your enrollment status can change the amount of your financial aid.

Full-time status = at least 12 credit hours

Three-quarter time status = at least 9 - 11 credit hours

Half-time status = at least 6 - 8 credit hours

Less-than-half-time status = less than 6 credit hours

eBills- Paper Bills are not issued (When your eBill is ready, notices are sent to your **TigerMail**.)

To Access your eBill:

Log into Tiger Web

Click on “eBills” link in the Bursar’s Office box

Click the “Continue” to be directed to our Secure Payment Site.

Click new bill under Statements to view your eBill(s).

Click on “View” next to the date of the statement you wish to view.

Financial Resources

Bursars Office: S-116 (423) 697-4732

Our office is responsible for...

- Student billing and the collection of tuition, fees, and other college-related charges.
- The disbursement of excess financial aid funding.
- Processing refunds due to overpayments, adding/dropping of classes, or college withdrawals of a student.

Our office provides...

- Student Account Information and Guidelines
- Important Dates and Deadlines Relating to Student Finances
- Recent Changes and Updates to Student Accounts

eRefund-This service will enable students to have their refund and financial aid monies directly deposited into the bank account of their choice.

Steps to Direct Deposit/eRefund

- Log into your Tiger Web
- Click to enter into TigerWeb Self-Service
- Click Log into Self Service Banner
- Click Pay My Fees
- Click the “Continue” to be directed to our Secure Payment Site
- Click on the “Refunds” tab
- Click on “Set up Account”
- Enter required information. Click on “example” for details regarding required bank information
- Click “Continue”
- Click checkbox “I Agree” to allow Chattanooga State to direct deposit funds to your bank account
- Click “Continue”

U.S. Military, Veterans, & Dependents

Are you a member, veteran or dependent of a veteran of the U.S. Armed Forces? If so, the Veterans Affairs Office is a resource center that provides individualized assistance with the process of completing and filing the appropriate forms so you can access your educational benefits. You can contact the School Certifying Official (SCO) either by calling or visiting the Veterans Affairs Office.

IMC-128 (423) 697-2509.

Student Safety

Safety & Student Conduct- Judicial Affairs

Student Conduct

- Disciplinary Policy can be found in the Student Handbook.
- Due Process Procedures in Student Handbook.

Tiger Alert

Tiger Alert is a message system used by the college to send emergency information by email and text message. All students are strongly encouraged to register. Log into Tiger Web and click on the RAVE link and follow instructions.

Campus Police: (423) 697-4467

The Chattanooga State Police Department is responsible for ensuring that a safe and secure environment exists to support the College's educational mission. CSPD's mission is to provide professional police services, while working with faculty, staff and students to reduce criminal opportunity and community anxiety.

Your rights are important...

Report Sexual Misconduct

- Stalking
- Sexual Assault
- Domestic Violence
- Dating Violence
- Non-Consent



Title IX Coordinator, Faculty and Staff

Title IX Coordinator, Students

Willie Thomas

423-697-3276

willie.thomas@chattanoogastate.edu

Brian Evans 423-697-4457

Brian.evans@chattanoogastate.edu

Campus Police 423-697-4467

Rape Crisis Center 423-755-2700

Confidential Reporting

Counselor, Belinda Smith 423-697-4421

Counseling Services:

The Counseling Center at Chattanooga State offers free help through an interaction with a trained professional to current Chattanooga State students, faculty and staff who are experiencing problems of daily living.

Students in crisis may be seen on a walk-in basis or by appointment. Instructors may walk with a student to the Student Support Center. Counseling Office: (423) 697-4483

Chattanooga State is a smoke and tobacco-free campus. As a smoke-free campus, we are helping support our students future employment should they be among the literally thousands of positions currently in Chattanooga that require non-smokers.

Make Connections

Bursar's Office

423-697-4732

www.chattanoogastate.edu/financial/tuition-fees/

Career Services

423-697-4421

careers@chattanoogastate.edu

Disabilities Support Services

423-697-4452 (voice/TTY)

dss@chattanoogastate.edu

Student Life and Intramurals

423-697-2633

imrec@chattanoogastate.edu

Student Support Center

423-697-4483

studentsupport@chattanoogastate.edu

Veterans' Affairs

423-697-2509

veteran.affairs@chattanoogastate.edu

Recruiting & Orientation

423-697-2689

orientation@chattanoogastate.edu

Academic Resources

Andrews Reading & Writing Center

423-697-2410

<http://library.chattanoogastate.edu/writing-center>

Kolwyck Library

423-697-4448

<http://library.chattanoogastate.edu>

Math Center

423-697-2549

www.chattanoogastate.edu/mathematics-sciences/math-center

Testing Center

423-697-3367

www.chattanoogastate.edu/academics/testing-center

Academic Divisions

Business

423-697-4441

www.chattanoogastate.edu/business

Engineering & Information Technologies

423-697-4434

www.chattanoogastate.edu/engineering-information-technologies

Humanities & Fine Arts

423-697-4440

www.chattanoogastate.edu/humanities-fine-arts

Mathematics & Sciences

423-697-4442

www.chattanoogastate.edu/mathematics-sciences

Nursing & Allied Health

423-697-4450

www.chattanoogastate.edu/nursing-allied-health

Social & Behavioral Sciences

423-697-3127

www.chattanoogastate.edu/social-behavioral-sciences

Tennessee College of Applied Technology (TCAT)

423-697-4433

www.chattanoogastate.edu/tcat

Off-Campus Sites

Dayton

200 N. 4th Avenue, Dayton, TN 37321

423-365-5010

Kimball

2100 Main Street, Kimball, TN 37347

423-837-1327

Important Fall Dates & Welcome Week

Part of Term	Classes Begin	Classes End	Final Exam
Full Term	Monday, August 27, 2018 (Admission Priority Deadline: August 14, 2018)	Friday, December 7, 2018	Friday, December 7, 2018 (Friday Only Classes) Saturday, December 8 - Thursday, December 13, 2018
1st Session	Monday, August 27, 2018	Friday, October 12, 2018	Last day of the class and no later than Friday, October 12, 2018
2nd Session	Wednesday, October 17, 2018	Friday, December 7, 2018	Saturday, December 8 - Thursday, December 13, 2018
Part of Term	Last Day to Change Summer "I" Grade Friday, November 16, 2018	Grades Due – Faculty Friday, December 14, 2018	Official Grades Available for Students Friday, December 21, 2018

Late Registration Fee Assessment begins Monday, August 27, 2018

Refund Information (Policies, Deadlines, and Fee Adjustment Dates) may be viewed at:

<https://www.chattanoogastate.edu/financial/tuition-fees/refunds>

PAYMENT DEADLINE / DELETION DATES

Credit and TCAT - Excludes Financial Aid	Wednesday, August 15, 2018 at 5:30 pm Eastern Time
Credit and TCAT - All Students	Friday, August 24, 2018 at 4:30 pm Eastern Time

ACADEMIC AND TCAT CLASS HOLIDAYS and CAMPUS CLOSINGS CALENDAR

Holiday: Labor Day (Campus Closed)	Monday, September 3, 2018
Fall Break (Classes do not meet; offices open)	Monday-Tuesday, October 15-16, 2018
Holiday: Thanksgiving (Classes do not meet; offices open)	Wednesday, November 21, 2018
Holiday: Thanksgiving (Campus Closed)	Thursday-Sunday, November 23-25, 2018
Seasonal Holiday (Campus Closed)	Monday, December 24, 2018 - Monday, January 1, 2019

Welcome Week

Monday, August 27, 2018	Food, Fun and Entertainment in the Amphitheater
Tuesday, August 28, 2018	Meet the student Organizations and Clubs
Wednesday, August 29, 2018	Early Bird Meet and Greet with Intramural and Recreation
Thursday, August 30, 2018	TCAT Evening Food, Fun, and Entertainment
Friday, August 31, 2018	Open Play Quad Day

Essential Needs for the First Day

Student Parking:

Students must park in the permitted areas that are coded with **BLUE**.

Students may not park in the faculty parking that are coded **ORANGE**.

Parking Permit:

After your classes have been paid for Complete Parking Decal Registration.

What to bring to class:

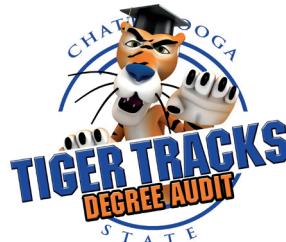
- Backpack or Tote
- Binder or Folder
- Student ID-Must have it available at all times.
- Paper
- Writing Utensil
- Electronics (Tablet or Computers)-Must have permission from your instructor
- Class Schedule
- Textbook-if required

Student ID:

Requirements to Obtain Your ID

- Must have confirmed classes or proof of payment
- Government issued photo ID
- \$2 replacement fee for lost or stolen card

** All payments must be made in the Bursar's office. Students must present the replacement ID receipt to the ID technician before acquiring a new ID.*



Where to get Your ID

Student Life Center, Room HPF-180

You can use Tiger Tracks to track your academic progress toward your degree, review the requirements you have satisfied, and plan the courses you need to complete your remaining requirements.

Bookstore-S117

Email: chattstate@bkstr.com (423) 697-4425

<http://www.bkstr.com/chattstatestore/home>

- You have options that may save you money by renting, purchasing used textbooks, or e-books.
- Students who have access financial aid may purchase your textbooks. Look for the authorization in your financial aid status.
- You can purchase cool school spirit attire!

Classroom Etiquette:

1. Arrive to class on time.
2. Turn off your cellphones.
3. Do not bring food or drink to class.
4. Contribute to the class discussions.
5. Avoid side conversations.
6. Address the professor properly.
7. Stay for the entire class.
8. Contact your professor when you miss a class.
9. Be attentive.
10. Don't tell your professor the class time is over.





4501 Amnicola Highway | 423.697.4400
Chattanooga, TN 37406

chattanoogastate.edu/admissions/recruiting

Pub. No 11-70-504001-537-4/18/alg • 5000a Chattanooga State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, or status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Chattanooga State. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director, Human Resources, 4501 Amnicola Highway, Chattanooga, TN 37406, 423-697-2417