

Chattanooga State New Student Checklist

All links are on chattanoogastate.edu, click on Future Students, click on New Student Checklist

- ONE: Complete admission application (pay \$15 fee)
- TWO: Complete financial aid application
- THREE: Schedule placement testing (if applicable) (Phone: 423-697-3367)
- FOUR: Submit applicable transcripts and test scores
- FIVE: Submit applicable health forms (MMR documentation and Hepatitis B form)
- SIX: Complete On-line Orientation
- SEVEN: Make Advising Appointment to develop an educational plan before registering for classes (Phone: 423-697-4483)
- EIGHT: Register for your classes (Go to TigerWeb to register for your classes). For assistance see the "TigerWeb Guide."
- NINE: Pay your fees and obtain your confirmation number (cash, check, credit card, Financial Aid)
If you do not obtain a confirmation number, the fee payment step has not been completed and your schedule may be deleted for non-payment
Under "Student Accounts" click on "Account Detail" for Term/Confirm Enrollment/Credit Card Payment

Financial Aid students with no balance due:

Click on the "Yes I will attend" link in TigerWeb to confirm your classes. (When you confirm your classes you are saying you will attend and are responsible for payment if your financial aid is adjusted for any reason.) You will receive a confirmation number. If you do not receive a confirmation number **you must pay the balance** or visit the Enrollment Service Center for assistance.

All students with a fee balance: Pay your fees on-line or in the Bursar's Office to confirm your classes. Once you have paid your fees in full or enrolled in the Deferred Fee Payment Plan your class schedule is automatically confirmed.

- TEN: Visit Student Center on Main Campus:
Photo ID – Room 216 (Phone: 423-697-2618)
Parking Permit – Room 140 (or any satellite campus)
Bookstore – Room 105 (Phone: 423-697-4425)
RODP Course Books
Center for Distributed Education (CDE)
- ELEVEN: Attend Classes
Campus Map (Interactive)
Academic Support
Student Services (Future Students Page)

Welcome to ChattState!

