

Columbus State Community College

New

Student Guide



COLUMBUS STATE
COMMUNITY COLLEGE



Welcome to Columbus State Community College.

We are excited that you have decided to start your college journey with us!

This New Student Guide will assist you as you “learn the ropes” at Columbus State. It contains valuable information that will help you move from Orientation through your first semester and on to continued success as a Columbus State student.

Fill in this chart for a quick reference of information you will use frequently:

Name:	Anticipated Major:
Cougar ID#:	Academic Advisor Contact Information:
CougarWeb Username:	Career Goal:
Columbus State Email:	

**Student Central/Telephone Information Center
(614) 287-5353**

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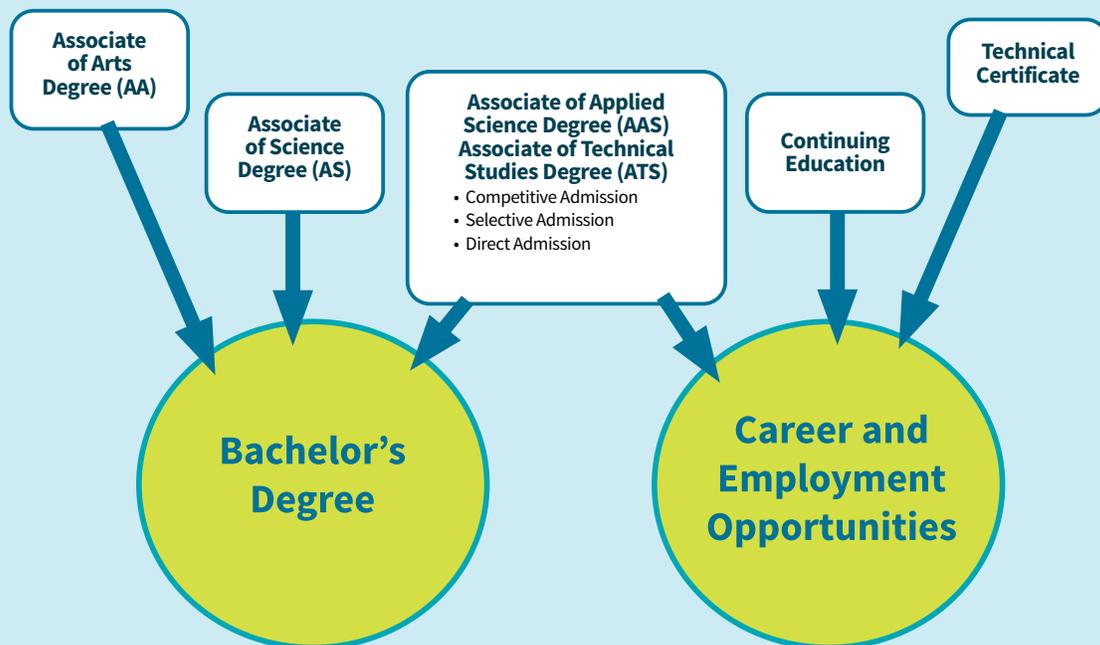
Degree Options

Columbus State offers four types of degrees: Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS), and Associate of Technical Studies (ATS) degrees.

The Associate of Arts and Associate of Science degrees are designed as transfer degrees. They fulfill the first two years of a bachelor's degree for students who are sure they will transfer to a four-year institution.

The Associate of Applied Science and Associate of Technical Studies degrees are offered through our Career Programs. These programs are designed as two-year plans of study intended to lead directly into a career field. Columbus State offers more than 200 Career Programs to choose from. Specific transfer options are available for AAS and ATS degrees and should be discussed with an Academic Advisor. For a complete list of majors, visit csc.edu/programs.

Discover the right career path for you



There's always more than one "right" way to get to the career you want to pursue. Columbus State offers many education options to get you the right credentials and knowledge to reach your goals. Talk with an Academic Advisor to determine what academic option(s) are right for you.



Locations



DELAWARE CAMPUS

Dublin Center at Ohio University's Dublin Campus

6805 Bobcat Way, Dublin, 43016

Complete Degrees

Associate of Arts
Associate of Science

Complete Certificates

Nurse Aide Training (STNA)

csc.edu/Dublin



Westerville Center

33 Collegeview Avenue, Westerville, 43081

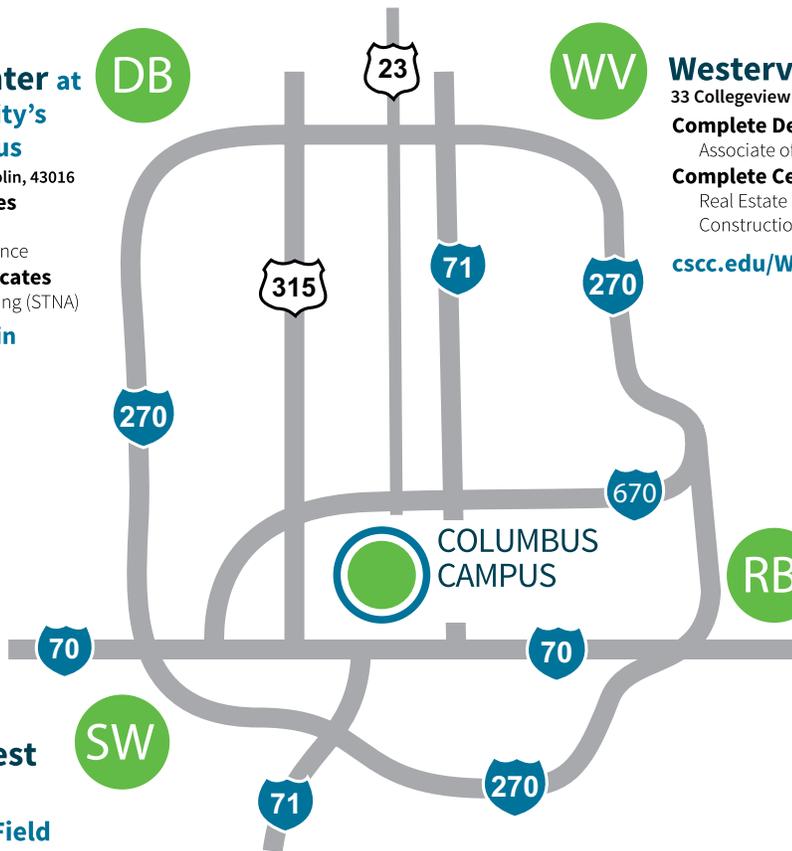
Complete Degrees

Associate of Arts

Complete Certificates

Real Estate Pre-Licensing
Construction/Estimating/Bidding

csc.edu/Westerville



Southwest Center at Bolton Field

5355 Alkire Rd., Columbus, 43228

Complete Degrees

A.A.S. Aviation Maintenance Technology
A.A.S. Fire Science

Complete Certificates

Aviation Maintenance Airframe
Aviation Maintenance Powerplant
Firefighter I & II

csc.edu/Bolton



Reynoldsburg Center at Reynoldsburg Livingston High School

6699 E. Livingston Ave.,
Reynoldsburg, 43068

Complete Degrees

Associate of Arts
Associate of Science

Complete Certificates

Nurse Aide Training (STNA)
Foundations of Business
Child Development Associate

csc.edu/Reynoldsburg

Our students may choose to attend classes at one of Columbus State's six Central Ohio locations. In addition to our Columbus Campus and Delaware Campus, we have four Regional Learning Centers, putting Columbus State close to your home or work.

We also offer the region's largest number of online classes, with more than 50 degrees and certificates that can be completed entirely online. Visit csc.edu/online for more information on our online options.

Programs available at each location are subject to change. For the most recent information, consult your Academic Advisor.



Academic Advising

Academic Advising at Columbus State helps students develop their schedules and academic plans. Most students will be referred to an advising team at Orientation. Whenever you need to find your advisor, go to csc.edu/advising and click on “Advisor Directory” in the right-hand list.

On the Columbus Campus:

C.A.S.E. (Center for Advising, Support and Exploration) for these students:

- New students
- Undecided student
- Transient/Guest students
- Students who are returning to Columbus State after time away

Arts & Sciences Advisors – for students in these academic majors:

<i>Associate of Arts (AA)</i>	<i>Computer & Information Science (AS)</i>	<i>History (AA)</i>	<i>Political Science (AA)</i>
<i>Associate of Science (AS)</i>	<i>Criminology (AA)</i>	<i>Human Development and Family Science (AA)</i>	<i>Psychology (AA)</i>
<i>Anthropology (AA)</i>	<i>Early Childhood Education (AA)</i>	<i>Humanities (AA)</i>	<i>Psychology (AS)</i>
<i>Anthropological Sciences (AS)</i>	<i>Economics (AA)</i>	<i>Integrated Science Education (AS)</i>	<i>Religious Studies (AA)</i>
<i>Art History (AA)</i>	<i>Economics (AS)</i>	<i>International Studies (AA)</i>	<i>Social Work (AA)</i>
<i>Biology (AS)</i>	<i>English (AA)</i>	<i>Mathematics (AS)</i>	<i>Sociology (AA)</i>
<i>Business (AA)</i>	<i>Geography (AA)</i>	<i>Middle Childhood Math and Science Education (AS)</i>	<i>Spanish (AA)</i>
<i>Chemistry (AS)</i>	<i>Geography (AS)</i>	<i>Philosophy (AA)</i>	<i>Studio Art (AA)</i>
<i>Classics (AA)</i>	<i>Geology (AS)</i>	<i>Physics (AS)</i>	<i>Systems Engineering (AS)</i>
<i>Communication (AA)</i>	<i>Health Communication (AA)</i>		<i>Theater (AA)</i>

Business & Engineering Advisors – for students in these academic majors (AAS):

Art, Media & Design: <i>Digital Design & Graphics</i> <i>Digital Photography</i> <i>Interactive Media</i> <i>Digital & Fine Arts</i>	Computer Science: <i>Cybersecurity</i> <i>Game Developer</i> <i>Information Technology Support Technician</i> <i>Management Information Systems</i> <i>Network Administrator</i> <i>Software developer</i> <i>Web Developer</i>	Design, Construction & Trades: <i>Architecture</i> <i>Civil Engineering Technology</i> <i>Construction Management Technology</i> <i>Environmental Science, Safety & Health</i> <i>Geographic Information Systems</i> <i>Heating, Ventilating & Air Conditioning</i> <i>Landscape Design & Management</i> <i>Skilled Trades</i>	Engineering & Transportation Technologies: <i>Aviation Maintenance Technology</i> <i>Automotive Technology</i> <i>Mechanical Engineering Technology</i> <i>Electronic Engineering Technology</i> <i>Electro-Mechanical Technology</i> <i>Logistics Engineering</i> <i>Supply Chain Management</i>
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Health & Human Services Advisors – for students in these academic majors (AAS):

<i>Criminal Justice</i> <i>Dental Hygiene</i> <i>Early Childhood Development and Education</i> <i>Emergency Medical Services</i> <i>Fire Science</i> <i>Health Information Management Technology</i>	<i>Health Care Manager</i> <i>Health Sciences</i> <i>Hospitality Management Technology</i> <i>Interpreter Education Program</i> <i>Massage Therapy</i> <i>Medical Assisting</i>	<i>Medical Imaging</i> <i>Medical Laboratory Technology</i> <i>Multi-Skilled Health</i> <i>Nursing</i> <i>Paralegal Studies</i> <i>Practical Nursing</i> <i>Respiratory Care</i>	<i>Social and Human Services</i> <i>Sport and Exercise Studies</i> <i>Surgical Technology</i> <i>Veterinary Technology</i>
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Academic Advising

On the Delaware Campus:

You may schedule an advising appointment by calling (740) 203-8345. An advising appointment reserves a 30-minute time slot with an advisor that may include long-term planning for your degree program, admission requirements for a program, or discussion of academic standing and career goals. For more information, visit csc.edu/delawareservices

At a Regional Learning Center:

Academic Advising is available at the Dublin, Reynoldsburg, and Westerville Centers. Students are seen on a walk-in basis. Please call ahead to confirm advisors' availability.

Visit csc.edu/advising for detailed information on academic advising.





Getting Started

Find Your Username, Cougar ID, and Password

1. Visit <https://web.csc.edu/pwchange>.
2. Click “Discover/Activate button.”
3. Follow the on-screen directions to discover your Cougar ID, username, and to change your password.

For technical support call (614) 287-5050.

Log Into CougarWeb

1. Visit csc.edu.
2. Click “CougarWeb” at the top right-hand side of the page.
3. On the right-hand side of the page highlighted in blue click “CougarWeb for Students.”
4. On the bottom menu, click “Log In.”
4. Enter your Username and Password.

For technical support call (614) 287-5050.

Get Your Student ID (Cougar ID)

1. To receive a Cougar ID card (Student ID), your fees must be paid first.
2. First-time students must bring a valid government ID (such as a driver’s license) to the “CougarID Card” window, located on the bottom level of Student Central (Madison Hall) or to Student Services on the Delaware Campus (Moeller Hall).

Register for a Parking Pass

Log into CougarWeb and complete steps 1-3 under “Additional Processes.”

Get a COTA Bus Pass

COTA bus passes can be purchased at the Bookstore’s Customer Care Center. Students may use Financial Aid Book Allowance funds to purchase COTA bus passes.

Register for RAVE Text Messages/Alerts

Get emergency alerts that affect Columbus State students sent directly to your mobile phone through the RAVE system.

1. Visit csc.edu/rave and click on “Sign Up for Emergency Text Alerts.”
2. Enter your Cougar ID and Password.
3. Under the “Mobile Phone” section on the left, click “Add.”
4. Enter your 10-digit cell phone number and click “Continue.”
5. Double check the cell phone carrier information is correct, click “Continue,” and leave window open.
6. You will receive a text message with a 4-digit confirmation code. Enter that confirmation code into the online system and click “Continue.”

Share Proxy. Not Passwords.

Assigning proxy access to your Columbus State account lets trusted users log in with their own username and password, making login easier for them, and keeping your account more secure.

To grant Proxy Access:

- Go to CougarWeb.
- Choose “View/Add Proxy Access” (found under “User Account” section).
- Choose all files, or just the ones you want to give permission to view.
- Enter the proxy’s information.

Your proxy receives an email with easy instructions to set up their own username and password. As the account owner, you can edit your proxies and their permissions at any time.



Register for Classes

Searching and registering for classes can be done through Registration Self-Service:

1. Log into CougarWeb for Students at cougarweb.csc.edu and click "Add Classes."
2. Select "Course Search." Then enter the course information in "Advanced Search."
3. View available selections. Once a course is selected, click "Add to Schedule Builder." Repeat for each course you want to add to your schedule.
4. When all of your classes have been added to the Schedule Builder on the Academics tab, click "Add & Drop Classes." Review your schedule and finalize by clicking "Register Now."

**You have just registered for your courses!
For registration assistance call (614) 287-5353.**





Course Information

View Your Schedule

1. Log into your CougarWeb account. Under the Academic Profile heading, click “My Schedule.”
2. Using the drop down arrow, choose the appropriate term and click “Submit.”

Find Required Books

1. Log into your CougarWeb account. Under the “Forms and Information” heading on the right-hand side of the page, click “Buy Books.” The Columbus State Bookstore website will open in a new tab.
2. Choose “Textbooks and Course Materials” from the navigation bar at the top of the page.
3. Select the term you will attend.
4. Select the department/subject your class is in.
5. Choose your course from the options.
6. Choose the type of section (blended, in class or web). If no options appear, click on “ALL-SECTS.”

To purchase online:

- Check the textbook you wish to purchase and click “Add/Update Items In Cart.”
- To select additional textbooks, click “Go Back to Course Chooser” or “Continue Shopping” in your cart.
- To check out, click “Check Out” in the left nav bar and follow the prompts.

Books may also be purchased in person at the Columbus State Bookstore on the Columbus Campus. Be sure to bring a printed copy of your schedule and the staff will assist you in finding the right books and supplies.

Access Blackboard

Class assignments, announcements, and due dates are available through Blackboard:

1. Visit csc.edu.
2. Click on “Blackboard” in the upper right-hand corner.
3. Enter your Columbus State Username and Password. Click Login.
4. The menu at the top will provide navigation to specific tabs like My Courses, My Organizations, and My CSCC. Students gain access to Blackboard 3 days prior to the semester.

Find Tutoring

1. Visit csc.edu/tutoring.
2. Review tutoring options and choose which is best for you.
3. Once you are registered for classes, you can access tutoring in each of your courses on Blackboard by clicking on the “Net Tutor” icon.

Drop a Course

If you wish to drop a class, click “Add & Drop Classes/View Schedule” on the Academics tab. Click “drop” on the course you want to drop.

Learn how dropping a class may affect academic, financial, and other aspects of your education by visiting [Facts About Dropping](#).



Email Basics

Log Into Columbus State Wi-Fi:

1. On your phone, laptop, or tablet, click on the Wireless Network or Network connection (this may be under “Settings” or “Control Panel”).
2. Be sure to choose “CSCC” from the network list. (DO NOT choose CSCC-Visitor, as this is an unsecured connection with slower speeds, intended for guests who do not have login credentials).
3. Enter your entire Columbus State email address (including @student.csc.edu) as your username.
4. Enter the password you created to log into CougarWeb.

Access the Eduroam network:

If you are using wi-fi at Columbus State or at another participating higher education institution, you can also securely access the internet through the “eduroam” network with your Columbus State credentials (user@student.csc.edu and password). For more information, visit eduroam.org/what-is-eduroam.

Access Your Columbus State Email:

1. Visit csc.edu.
2. Click on “Email” in the upper right-hand corner.
3. Click on “New Email Office 365.”
4. Enter your Columbus State email address (username@student.csc.edu) and password (same password used to log into CougarWeb).

Connect Your Smartphone to Columbus State Email:

For Android:

1. Go to the “Play Store” app then search for “Microsoft Outlook.”
2. Select the first option and click, “Install.”
3. Go back to your home screen and open the newly installed app.
4. It will ask you for your email address and password.

Email: Full email address (username@student.csc.edu.)
Password: Same password used to log into CougarWeb.

For iPhones:

1. Go to the App Store.
2. Search Microsoft Outlook.
3. Click the "Get" button and authenticate to install.
4. Open Outlook.
5. Email: Full email address (username@student.csc.edu)
Description: Ex. CSCC Email.
6. Enter your Columbus State password to login.

Note about forwarding emails:

Your Columbus State email account is your official mode of communication with the College. While it is possible to forward your incoming emails to another email account for convenience, we recommend that all communications to faculty and College departments be sent directly from your Columbus State email account.

If you need help setting up your mobile device, accessing email or other technology, call IT at (614) 287-5050.



Financial Aid

csc.edu/financialaid for detailed financial aid information

csc.financialaidtv.com for helpful video tutorials on many financial aid topics

IMPORTANT: Financial Aid information will be sent to you via your Columbus State email account. Be sure to check it daily during the Financial Aid process!

Apply for Federal Financial Aid

If you haven't yet completed the Free Application for Federal Student Aid (FAFSA), you can do so online at fafsa.ed.gov. Columbus State school federal code: 006867

NOTE: FAFSA applications for multiple years are often available at the same time. To make sure you are completing the FAFSA for the correct year, visit csc.edu/financialaid, click on the "File Your FAFSA First" link and refer to the chart provided.

Find Your Financial Aid Information

To manage your financial aid package, from application to completion, log into your CougarWeb Account. Under the heading "Complete Financial Aid Steps" choose "Financial Aid Self-Service."

What is Available in "Financial Aid Self-Service"

Financial Aid Checklist lets you:

- View and complete most required documents electronically and receive a confirmation page upon submission.
- Review and ACCEPT/CHANGE and/or DECLINE Loans and/or Work-Study.
- Know the status of Direct Loan Requirements
 - If a Master Promissory Note is required, the link to complete it online is provided,
 - If Entrance Counseling is required, the link to complete it online is provided.
- View and print your Offer Letter.
- Review your PELL Lifetime Eligibility Used (PELL LEU).
- Review your LOAN HISTORY before choosing to take on additional debt.
- Review your Satisfactory Academic Progress (SAP) status.

Access Your Financial Aid Offer Letter

1. Log into your CougarWeb account. Under the heading "Complete Financial Aid Steps" choose "Financial Aid Self Service."
2. Choose "Offer Letter" under the Financial Aid listing at the top of the page.

If you have successfully completed the FAFSA and do not have an offer letter, check your Columbus State email for correspondence from the financial aid department.

Accept, Reduce, or Decline Student Loans

When you are in Financial Aid Self-Service (accessed through CougarWeb under "Complete Financial Aid Steps"), follow the link to accept, reduce, or decline your loans. You may need to complete Entrance Counseling and/or a Master Promissory note. Both can be done in Financial Aid Self-Service or at studentloans.gov.

Reserve Some of Your Financial Aid for Summer Semester

Unless a student tells us otherwise, federal guidelines require that we disburse federal financial aid offers evenly over autumn and spring semesters.

Visit csc.edu/financialaid and click on "Request Summer Financial Aid" to locate the required form to complete.

View Your Financial Aid Disbursement Information

Financial Aid disburses to pay your student tuition and fees no sooner than 10 days prior to the start of the term.

1. Log into CougarWeb.
2. Under "Financial Information," choose "Manage My Account."
3. Click on "Account Activity."
4. The first circle will be the cost of your classes (tuition and fees).
5. The second circle will show your total financial aid and whether it has disbursed or not.
6. The third circle will show the remaining balance – a negative next to the number indicates a refund amount.
7. Click on "Expand All."
8. Under "Charges" you can see the classes you are taking, the cost of each class, the day and time of

your classes, the instructor's name and the lab fees associated with each class.

9. Under "Financial Aid" you can see the financial aid you have been offered for the term.
10. Once your financial aid has been disbursed, the amounts will move from the "Anticipated" column to the "Disbursed" column.
11. If you see amounts in the "Currently Ineligible" columns, you may contact Student Central, located on the Upper Level of Madison Hall or call (614) 287-5353 to determine why you are not eligible for the aid. On the Delaware Campus, contact Student Services at 740-203-8345.

Find Financial Aid Refund Dates

1. Visit www.csc.edu/cashier
2. From the menu on the right of the page, click on "Financial Aid Disbursement."

PLEASE NOTE: Refunds are sent from the Cashiers Office. All questions regarding refunds and bank account information should be directed to the Cashiers Office on the second floor

of Rhodes Hall. The Cashier's Office can also be contacted via telephone at (614) 287-5658 or via email at stuacct@csc.edu.

Find Available Book Allowance Balance and Charges

1. Log into CougarWeb.
2. Under "Financial Information" click on "Bookstore Funds Available."

Common Question: Can I Use My Book Allowance to Purchase a COTA Pass?

Answer: Yes, simply:

1. Visit the Customer Care counter in the Columbus State Bookstore.
2. Have a valid photo ID or Cougar ID with you.
3. Use your book allowance to pay for the pass.

PLEASE NOTE: If you do not have enough book allowance to purchase the pass, you must pay the difference out of pocket.

Satisfactory Academic Progress (SAP)

All students at Columbus State Community College who receive federal financial aid must make satisfactory academic progress (SAP) toward completion of their degrees within a reasonable period of time. These practices and guidelines are in accordance with regulations issued by the U.S. Department of Education.

Learn more at csc.edu/financialaid. Click on "Maintaining Financial Aid Eligibility (SAP)" in the right-hand menu, then "Satisfactory Academic Progress/SAP."

Paying your bill

View/Pay Your Bill:

(Fees are due in full 5 days prior to the start of the term)

1. Log into your CougarWeb account. Under the Financial Information heading on the left-hand side of the page, click "Manage My Account." A new tab will open.
2. Your balance will then show.
3. Click on "Student Finance" and click "Make a Payment."
4. Check the box to the left of your balance. You may edit the amount you wish to pay.
5. Above the balance, select payment method.
6. Click on "Pay Now."

**Enroll in the Extended Payment Plan:
(Deadlines are firm and a \$15 non-refundable fee applies.)**

1. Log into your CougarWeb account. Under the Financial Information heading on the left-hand side of the page, click "Extended Payment Plan and Payment Deferral." A new tab will open.

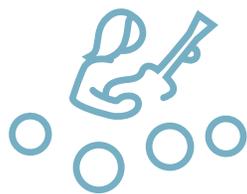
2. Click "Extended Payment Plan Information," choose appropriate the term, and click "Submit."
3. Choose plan, agree to terms, and select "Submit."

**Enroll in the Deferred Payment Option:
(Deadlines are firm. A \$115 non-refundable fee applies.)**

1. Log into your CougarWeb account. Under the Financial Information heading on the left-hand side of the page, click "Payment Deferral Option."
2. Read the information and click "Add Deferral Charge," choose appropriate the term, and click "Submit."

Set up Direct Deposit:

1. Log into your CougarWeb account. Under the Financial Information heading on the left-hand side of the page, click "Bank Information." A new tab will open.
2. Enter information, agree to terms, and select "Submit."



Student Groups, Athletics, Arts, Cultural Events, Campus Life, and more...

Yeah, We've Got That!

At Columbus State we're proud of the recognition our academics receive and the doors they open for students. But that's just the beginning of what you'll find here.

College is a time to grow, meet new people, and have fun! At Columbus State, you can do all of that when you get connected to campus through our resources, activities, and groups that will help you hone your skills, build your network, and stay #CStateProud.

Our clubs, organizations, and associations (COAs) cover virtually any interests, including:





ACADEMIC

- Honors Program – csc.edu/honors
- STEM Club – csc.edu/STEM
- Study Abroad – csc.edu/studyabroad
- Leadership Opportunities – csc.edu/seal
- Mentorship Opportunities – csc.edu/mentorship
- Research Opportunities – csc.edu/science (choose “Research” in the right-hand blue box)

ATHLETICS AND FITNESS

csc.edu/athletics

- Division III Intercollegiate sports
 - o Mens: Basketball, Golf, Cross Country
 - o Women’s: Basketball, Cross Country, Golf, Volleyball
- College Recreation and Wellness Courses and Facilities (free for current students)
 - o Fitness Center
 - o Zumba Classes
 - o Yoga Classes
 - o Self-Defense Program
 - o Intramurals
 - o Open Gym
- Free student admission to all CState sporting events



CAMPUS EVENTS

csc.edu/campus-life/events

- Weeks of Welcome
- Spring Fling
- Delaware Day
- Taste the Future
- Lunch and Learn Events
- On-Campus Conferences

Arts and Culture

- Fine Arts and Digital Arts Exhibits – csc.edu/art
- Vocal and band concerts, and music lessons – csc.edu/music
- Live theater – csc.edu/theater
- Dance classes in partnership with BalletMet – csc.edu/dance

Special Interests

- Global Awareness/Diversity Groups and Events – csc.edu/diversity
- Groups based on career interest, religion, nationality, politics, and much more – connect.csc.edu

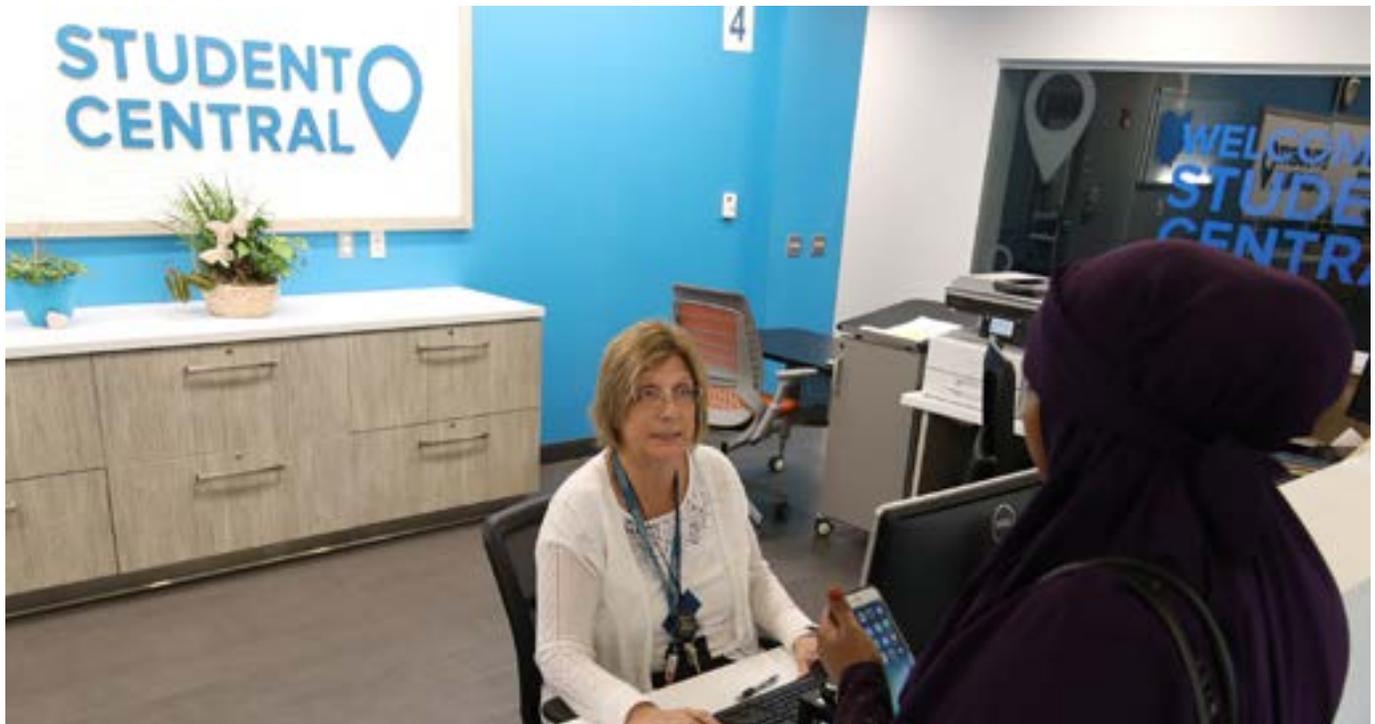
Visit connect.csc.edu to explore student clubs, organizations, and associations



Resources for Students

STUDENT CENTRAL csc.edu/studentcentral

Student Central, located on our Columbus Campus in Madison Hall, is the place to stop for all the guidance and assistance you need to be a successful Columbus State student. The Student Services Specialists at Student Central (and in Student Services on the Delaware Campus) are well versed in every area of Columbus State and will work closely with you to find answers and connect you to the resources you need.



Student Central, Columbus Campus, Madison Hall

- Admissions
- Registration Services
- Financial Aid
- Connection to all campus department/resources

Student Services, Delaware Campus, Moeller Hall

- Advising
- Business Services
- Disability Services
- Library
- Peer Mentors
- Testing Services

CAREER SERVICES

csc.edu/career

The office of Career Services provides resources and services to Columbus State alumni who are job hunting, as well as currently enrolled students who are undecided about their college major or career goals, need assistance with student employment, or need help with the job search process.

- Career counseling
- Career development workshops
- Classroom presentations
- Career assessments
- Federal and college work study eligibility assistance
- Interview coaching
- Major fairs
- Resume review
- Student Employment



COLUMBUS STATE CARES

csc.edu/cares

Assistance with food, financing, housing, and safety

Academic success can be out of reach for students facing issues such as food insecurity, unreliable childcare, unaffordable healthcare, transportation concerns, or other hardships. CState Cares is our umbrella for the wraparound human services at Columbus State. Our mission is to improve academic outcomes by moving students to financial stability and economic mobility.



COUNSELING SERVICES

csc.edu/counseling

Our Counseling Center provides a safe and confidential environment where students can explore personal concerns in efforts to increase life balance as established through satisfying relationships, improving academic performance, setting personal goals, gaining self-awareness and making effective and satisfying life choices. Licensed mental health professionals are able to provide you with help working through an array of mental health and substance abuse issues.

Columbus State Hope and Help - We encourage students to be aware of suicide warning signs and download the "Columbus State Hope and Help" suicide prevention app, available for both Apple and Android.

DISABILITY SERVICES

csc.edu/disability

We offer services and support for students who need special accommodations inside the classroom, online, or in any aspect of pursuing their education, including:

- Student Advocacy
- Testing Accommodations (extended time, audio, distraction-reduced testing space, height adjustable desks, etc.)
- Assistive Technology
- Alternate Media (E-text, Braille, Large print)
- Sign Language Interpreting
- Captioning Services
- Note-Taking Accommodations
- Temporary Services (e.g. due to an injury, accident, or short-term illness)
- Resources on Disability Issues
- Other Services Based on Need

To access services, visit csc.edu/disability.

LIBRARY

csc.edu/library

The full-service Columbus State Library provides reference materials, research support, free workshops, and the Writing Center to help you hone your academic writing skills. You can access the library resources in person or online.

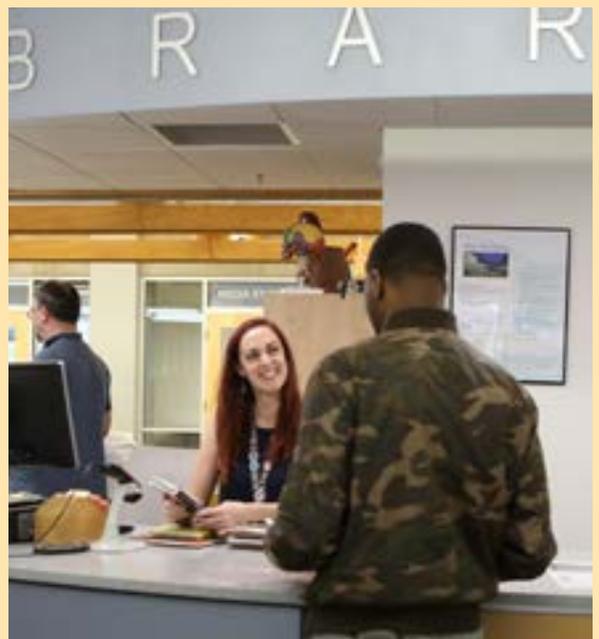
On the Columbus Campus, the Library is located in Columbus Hall and offers three floors where students can study, research, and meet up:

First Floor: Group study space (eating and drinking permitted.)

Second Floor: Quiet study and computer lab

Third Floor: Silent study

On the Delaware Campus, library resources and assistance can be accessed in Moeller Hall.



STUDENT ADVOCACY CENTER

csc.edu/studentadvocacy

Team members in Student Advocacy focus on helping students achieve their educational goals. We assist students with navigating the college environment, building academic success skills, and troubleshooting issues impacting their success. A key part of our services involves connecting students to college and community resources for support.

Student Advocacy services can be accessed on the Columbus Campus in Aquinas Hall, room 116 (inside CASE – the Center for Advising, Support, and Exploration), or by emailing studentadvocacy@csc.edu.

MILITARY & VETERAN SERVICES

csc.edu/military

The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist active military members, veterans, and their families in connecting with benefits and services to successfully reach their educational and career goals. Access services at csc.edu/military or in person on the Columbus Campus, Delaware Hall



TUTORING

csc.edu/tutoring

Tutoring is provided free of charge for current students.

Available resources:

- In-person tutoring
- Peer tutoring
- Writing Center
- Online tutoring through NetTutor
- Supplemental Instruction

TRiO

csc.edu/trio

Student Support Services through the TRiO program provide the guidance, support, and resources participants need to succeed in college. The program provides no-cost mentoring, advising, tutoring, assistance finding financial aid and other resources to assist with college expenses, and more.

Any American citizen or permanent resident student is eligible to participate in the TRiO Student Support Services Program while enrolled at Columbus State Community College if he/she meets both of the following conditions:

- First-Generation college student (neither parent has obtained a bachelor's degree)
- Family taxable income does not exceed federal level determined by the U.S. Department of Education

VICTIM ADVOCACY

csc.edu/victimadvocacy

Columbus State Victim Advocates provide support, resources, and information to victims of traumatic crime, regardless of when or where the crime occurred. This includes:

- Gender-based violence
- Intimate partner violence/domestic violence
- Sexual or physical violence
- Stalking or harassment
- Human trafficking
- Any crime that impacts a survivor's ability to work/attend school successfully

To access assistance, email or call our Advocates at (614) 287-2198 or (614) 287-2115.

COLUMBUS STATE POLICE

At Columbus State, we pride ourselves on an outstanding safety record. The Columbus State Police Department is an active partner in assuring that our campus provides a safe learning, working and social environment for our students, faculty, and staff.

Members of the Columbus State police force are available 24/7 for emergency situations, as well as public and personal safety concerns.

In addition, our police department offers campus services including training on a variety of safety issues, and personal escorting on campus. Just contact the campus police, and an officer will escort you to your car or from building to building upon request.

We recommend that you program the Columbus State Police Department into your phone: (614) 287-2525



My Academic Plan

WHAT IS MY ACADEMIC PLAN?

My Academic Plan is an online planning tool that allows students to plot a course to reach their academic goals. Students start by running a degree audit, which shows the courses you still need to take to graduate. Then, you can plan which specific courses you'll take each semester. This helps you see the big picture of what you need to take and how quickly you can graduate, and helps you maximize financial aid by ensuring you don't take any classes you don't need. My Academic Plan is best used with an advisor who can help your plan. To contact an advisor, visit csc.edu/advising.

Building Your Personalized Academic Plan

My Academic Plan takes you through five steps to build a personalized plan to reach your goals.

1. Set Your Goals

Review your overall academic and career goals. You can search all of Columbus State's degrees and certificates at csc.edu/academics/catalog. Confirm your major plan of study with an academic advisor. To contact an advisor, visit csc.edu/advising.

2. Build a Plan

Access the planning tool through CougarWeb. You'll find instructions and how-to videos at csc.edu/MyAcademicPlan. Plan which classes you'll take each semester to meet your graduation requirements.

3. Check Your Plan

Review your plan to ensure all requirements are met. Pay attention to which courses require pre-requisite or co-requisite classes. Click "check" to see if the plan is complete.

4. Mark Your Preferred Plan

You can make multiple plans, but you must "star" your preferred plan. Your starred plan is the one you are currently following, and these plans help predict course demand.

5. Review with Advisor

Stay in regular communication with your advisor to discuss your plan and make corrections. Plans need to be reviewed and adjusted regularly, so you know you're still on track to meet your goals.

College Glossary

Academic Overview – A document providing information on a single major, including course requirements and a sample plan of study. These documents are for general program information and do not provide individual student information.

Academic Standing (Good/Warning/Probation/Dismissal) – A student must maintain a minimum cumulative grade point average (GPA) to meet standards of satisfactory academic progress to remain in school. Any student not maintaining satisfactory progress toward their program of study can be at risk for being placed on warning, probation, or dismissal.

Associate of Arts (AA) Degree or Associate of Science (AS) Degree – Degree which requires a minimum of 61 credit hours and a 2.0 GPA (“C” average), that is designed for transfer to a four year college/university. Earning one of these degrees (AA/AS) will guarantee you admissions into any public college/university in the state of Ohio.

Associate of Applied Science Degree (AAS) – Degree requiring a minimum of 61 credit hours and a 2.0 GPA (“C” average), that is designed to lead directly into employment in a specific career. AAS degrees can lead into select bachelor’s degree options through transfer agreements.

Associate of Technical Studies (ATS) – Combines two or more programs into one two-year degree usually requiring a minimum of 61 credit hours and a 2.0 GPA (“C” average). Some departments offer predesigned ATS degrees, or you can work with your advisor and program chair(s) to design a custom major. Bachelor’s degree pathways for ATS degrees should be discussed with an Academic Advisor.

Blackboard (Bb) – Online system where course (web/blended or traditional) information is found, including syllabus, class assignments, and lectures.

Blended course – An instructional format offered with a large web component but also includes required face-to-face class meetings.

Career and Academic Pathway – A guided pathway providing a clear roadmap that integrates academic and career planning with student support services across the student experience. Academic majors at Columbus State are organized under eight Pathways:

Arts, Humanities, and Social Sciences

Biological, Physical, and Mathematical Sciences

Business and Hospitality Services

Computer Science, Information Technology, and Design

Construction and Skilled Trades

Education, Human Services, and Public Safety

Engineering, Manufacturing, and Engineering Technology

Health Sciences

Co-requisite – A set of courses that must be taken together in the same semester as one another.

Competitive Based Program (Competitive Admissions) – A program under the AAS Degree that requires completion of program pre-requisites, a separate application, and competitive acceptance (you are competing for a spot) into the program before starting technical education courses. The College currently has six Competitive Based Programs.

CougarWeb – Online system where you can register/withdraw from courses, check financial aid, your account balance, grades, and more.

Course Description – A written statement that explains what topics will be taught in that course. It will also include the credit hour value, lab fees, semester offered, and any prerequisite or co-requisites that the course may have.

Credit Hours – How many hours a week you are in the classroom. Each course has a specific amount of required hours assigned. Courses are typically offered in 1 - 5 credit hour increments.

Degree Audit Reporting System (DARS) – Individualized plan of study based on your major that shows red X's for degree requirements that have yet to be completed and green check marks for degree requirements that have been completed.

Direct Admission Programs – A program under the AAS Degree in which you can start your technical education courses the first semester. No separate application is needed.

FAFSA – Free Application for Federal Student Aid. The application for financial aid includes the application for loans, grants, college work-study, other federal/state programs, and often scholarships. You must fill out a FAFSA every year that you plan to attend college. The FAFSA applications open October 1 for the following academic year.

Financial Aid – Aid that is grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs are combined in an “aid offer” to help meet the cost of education.

Financial Aid TV – A website which provides short videos on commonly asked financial aid related questions.

FOCUS (Starfish) – Online system accessible through Blackboard used to schedule academic advising appointments, issue course alerts, and provide updates on various campus activities.

Full-Time Enrollment/Part-Time Enrollment – A full-time student is enrolled in 12 or more credit hours in a semester. A part-time student is enrolled in less than 12 credit hours in a semester.

Grade Point Averages (GPA) – Calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Grade points are figured using: A=4 points, B=3 points, C=2 points, D=1 point, E=0 points.

Lecture/Laboratory – In lecture classes (LE), the instructor presents the material to the class. Laboratory classes (LB) require students to perform certain tasks in controlled situations that help them test and understand the information and material being taught in the lecture.

Major – A student's chosen field or plan of study.

Pre-requisite – A course taken in preparation for another course i.e. ENGL 1100 with a grade of a “C” is required before ENGL 2367.

Plan of Study – A “guide” of courses for a specific major shown in a semester-by-semester sequence.

Selective Based Programs (Selective Admissions) – A program under the AAS Degree that requires completion of program pre-requisites, a separate application, and acceptance into the program before most of the technical education courses. You are automatically accepted once you submit the application. The College currently has 10 Selective Based programs such as Early Childhood Education, Massage Therapy, Nursing, and Surgical Technology.

Semester-by-Semester Plan – An individualized academic plan that is created with an Advisor to outline the order in which a student will take courses. Plans of Study are used as a guide with input from the student on full time vs. part time status. Pre-requisites can also affect a semester-by-semester plan.

Service Learning – Service learning classes (S) include traditional in-class instruction and activities, as well as meaningful community service projects.

Syllabus - An outline for a course including important dates, assignments, expectations and policies specific to that course.

Synonym number – A 5-digit number needed for registration which identifies the course day/time/location. It is found on the semester schedule.

Transcript – A permanent academic record of a student’s enrollment at each institution he/she has attended, which lists courses taken, grades received, academic status and honors received. There are two types of transcripts: Official Transcripts sealed within an envelope or electronically sent directly from another college/university, and Unofficial Transcripts that are available to the student through CougarWeb.

Tuition - Amount paid for each credit hour of enrollment. This does not include books or fees. Fees are additional charges that may cover the cost of materials and equipment needed for the course.

Withdrawal – Dropping a course before the semester is complete, possibly resulting in a grade of a “W.” Before withdrawing from any course, speak with your academic advisor, your instructor, and a Student Services specialist to assure that you are informed of any consequences of withdrawing.

Web Course - Instructional format offered that is online (web) based. This may require taking proctored exams in the Testing Center.



Visit cscc.edu for more information.