



Columbus Promise New Student Checklist

Get ready for your first semester by completing these outlined steps!

Confirm Your Scholarship Eligibility

- ☐ Submitted Columbus Promise Applications have a processing time of approximately 2-4 weeks. Once processed, students receive an email from I Know I Can confirming scholarship eligibility. Students who have allowed for processing time but haven't received this confirmation should email columbuspromise@iknowican.org to check their application status.

Access Your Columbus State Information

- ☐ **Discover/Activate your Cougar ID** (Columbus State Student ID) and Columbus State username—you can also set up or reset your password on this page.
- ☐ Start checking your **Columbus State email** weekly for important updates and event information!

Secure Your Financial Aid

- ☐ **Submit your FAFSA information to CSCC, if eligible:** Ensure Columbus State receives your FAFSA information, by logging in to fafsa.gov and confirming that Columbus State's school code (006867) is listed in the 'School Section' of the FAFSA.
- ☐ **Complete outstanding financial aid documents:** Log in to [CougarWeb Self-Service](#), click the Financial Aid box, and complete any outstanding documents listed in the checklist.
- ☐ **Columbus Promise tuition and stipend awards:** Once financial aid information has been reviewed by Columbus State, Columbus Promise financial aid packages will be awarded, and students will receive a notification in their Columbus State email.

New Student Assessment (for Course Registration)

- ☐ **Submit your high school transcript:**
 - To receive an invitation to orientation, download a copy of your transcript from [SchoolLinks](#), and email it to columbuspromise@csc.edu as soon as possible (in-progress/non-final transcripts are accepted for placement purposes).
 - Students should also list Columbus State on their [SchoolLinks Exit Survey](#) (available in late April/Early May) so that an official final transcript is sent in for financial aid purposes after high school graduation.
- ☐ **Update or confirm your major (especially important for CCP students!):** The Columbus Promise scholarship requires students to be enrolled in a federal-aid eligible program (degree or certificate); visit our website for a list of [eligible programs of study](#).
 - [Explore our catalog](#) for more information about the programs, course requirements, transfer options and potential employment information, and much more!
 - Once you've done your research, email columbuspromise@csc.edu with any **program/major updates**. Let us know what your plans are after Columbus State—start working right away or transfer and complete a bachelor's degree? If transferring, do you know for what program and where? This information will help Columbus Promise Advisors confirm that your program choice matches your plans!

- ☐ **Students whose first language is not English:**
 - Non-native English speakers who have not completed eight (8) years of school in the U.S. need to take the ESL placement test. Please schedule an appointment online.
 - Students who have completed 8+ years of school in the U.S. should email columbuspromise@csc.edu and request an ESL Waiver be noted on their record.
- ☐ **Earned AP, IB, or college credit at another institution?** Submit official score reports or transcripts to Columbus State.

Registering for New Student Orientation & Scheduling Classes

- ☐ **Update your Selective Service Number (Males ages 18-26):** As part of Ohio residency requirements, males between the ages of 18 to 26 must register for a Selective Service number. Students can look up their information or register online at www.sss.gov, or by calling 847-688-6888. **Please email columbuspromise@csc.edu with your Selective Service number to request a record update.**
- ☐ **Register for orientation:** At New Student Orientation, you will meet Columbus Promise Advisors and schedule your first term classes, so the earlier you attend an orientation, the better the selection of classes and class times you'll have! **Watch your Columbus State email for an invitation or register here for Autumn 2023 orientations taking place June 6, 2023, through August 2, 2023!**

Other Ideas for Getting Ahead

- ☐ **Start Ahead. Stay Ahead.** Take advantage of the spring and summer programming Columbus Promise and Columbus State are offering to new students, including career-focused summer camps and workshops that provide a sneak peek into college life.
- ☐ **Career Exploration Opportunities:**
 - Explore potential career pathways with Career Coach, an online career assessment tool provided by our Career Services team.
 - Contact a Columbus Promise Career Counselor for personalized, one-on-one career counseling. Review career assessment results, explore majors, and learn more about the Earn & Learn programs (paid internships with top employers) available to Promise students.
- ☐ **Find your place at Columbus State** by discovering ways to get connected and get involved!
- ☐ **Register with Accessibility Services** if you have received accommodations in high school or had support through an IEP, ETR, or 504 Plan.



Have additional questions? We're here to help!



****Please use your C-State email and provide your Cougar ID# when emailing!****

Email: columbuspromise@csc.edu | Phone: 614-287-2722

Web: csc.edu/columbuspromise | IG: [@cscpromise](https://www.instagram.com/cscpromise)