

Registration at Tennessee Community Colleges and Tennessee Colleges of Applied Technology

TN Promise Mentor Resources Webinar Series
April 1, 2015 at 12:30 EST / 11:30 CST



COMMUNITY COLLEGE REGISTRATION AND ADVISING OVERVIEW

Brenda Rector– Roane State

Nikita Ashford– Southwest Tennessee

Kenyatta Lovett – Tennessee Board of Regents

Presentation Overview

- General Information for 13 Institutions
- Preparation for Registration
- Preparation for Advising
- Advising Process
- Registration Process
- Registration Checklist

Meeting Admissions Requirements

- Application
- Final High School Transcript
- ACT/SAT Scores
- Proof of U.S. Citizenship
- HiSET/GED
- Immunizations
- Selective Service for Males
- Application Fee*

**May not be required at some campuses*

Campus Tours/Orientation

- Schedule a Campus Tour*
- Attend Campus Orientation*
- Campus Services Exploration
- Navigate Campus Website
- Sign Up for Campus Alerts

**May not be required at some campuses*

Preparing for Advising

- Understanding Options: Career vs. Transfer Programs
- Choosing a Career
- Choosing a Focus or Major
- Factoring Work Schedules and Transportation
- Review College Catalog

Choosing a Focus or Career

The screenshot shows the CollegeFortn.org website. At the top left is the logo "COLLEGEFORTN.ORG" with a graduation cap icon. To the right is a search bar and a language toggle "En español cuando disponible" with links for "Sign In", "Create an Account", "Talk to Us", and "Need Help?". Below this is a navigation bar with icons and labels for "CAREER PLANNING", "HIGH SCHOOL PLANNING", "COLLEGE PLANNING", "FINANCIAL AID PLANNING", and "YOUR PORTFOLIO". A secondary navigation bar includes "Learn About Yourself", "Explore Careers", "Get a Job", and "Voices".

Career Planning

LEARN ABOUT YOURSELF
Determine your interests, skills, and work values and use them to find career options that are right for you.
➤ [Learn About Yourself](#)

EXPLORE CAREERS
Search for careers using things like salaries and career clusters or look for specific careers.
➤ [Explore Careers](#)

GET A JOB
Create resumes and thank-you letters, polish your interview skills and get help finding jobs in your area.
➤ [Get a Job](#)

SIGN IN

Account name:
Password:
SIGN IN

New to this site?
[Create an Account](#)
Forgot your account name or password?

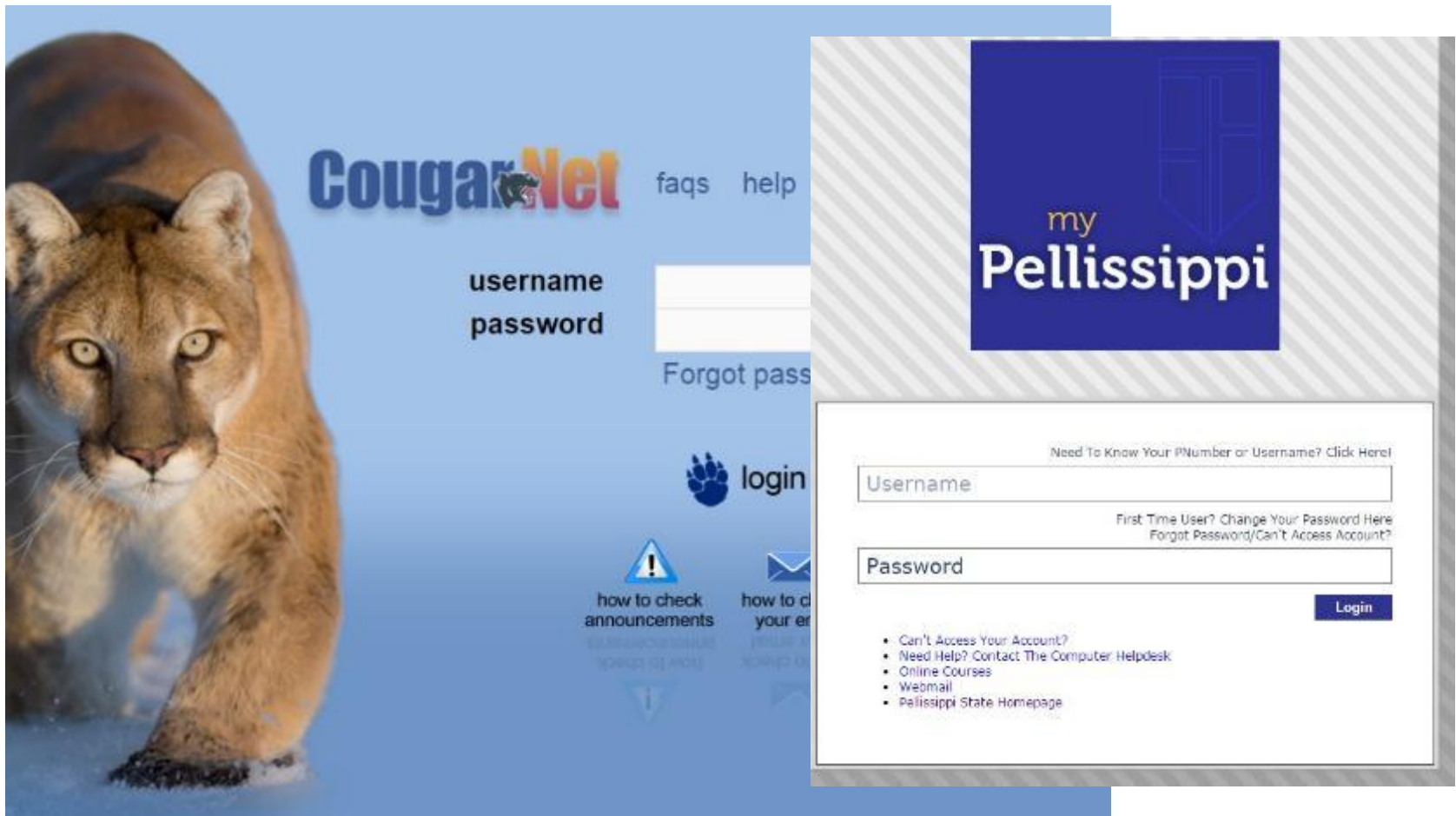
QUICKLINKS

- [Interest Profiler](#)
- [Career Plan Builder](#)
- [Career Finder](#)
- [Resume Builder](#)

GUIDEWAYS

<https://www.collegefortn.org>

Online Account Setup



The image shows two overlapping screenshots of a web application. The background screenshot is the CougarNet login page, featuring a cougar image on the left. The text 'CougarNet' is in blue and red. There are links for 'faqs' and 'help'. Below the logo are input fields for 'username' and 'password', and a 'Forgot password' link. A blue paw print icon is next to the word 'login'. At the bottom, there are links for 'how to check announcements' and 'how to check your email'. The foreground screenshot is a 'myPellissippi' account setup form. It has a blue header with the text 'my Pellissippi'. Below the header are two input fields: 'Username' and 'Password'. A 'Login' button is at the bottom right. Above the 'Username' field is a link: 'Need To Know Your PNumber or Username? Click Here!'. Above the 'Password' field is a link: 'First Time User? Change Your Password Here Forged Password/Can't Access Account?'. Below the 'Login' button is a list of links: 'Can't Access Your Account?', 'Need Help? Contact The Computer Helpdesk', 'Online Courses', 'Webmail', and 'Pellissippi State Homepage'.

CougarNet faqs help

username
password

Forgot pass

login

how to check announcements
how to check your email

myPellissippi

Need To Know Your PNumber or Username? Click Here!

Username

First Time User? Change Your Password Here Forged Password/Can't Access Account?

Password

Login

- Can't Access Your Account?
- Need Help? Contact The Computer Helpdesk
- Online Courses
- Webmail
- Pellissippi State Homepage

Registration Dates

- Look Online for Registration Dates and Deadlines
- Classes Fill Up Quick!

Meet with An Advisor

- Most Campuses Require an Advisor Meeting
- Registration Holds to Prevent Registration until Advising has been Completed*
 - if no advising requirement, meeting with an advisor is **highly recommended**
- Clarify Career Goals and Academic Focus
- Keep Records

**May not be required at some campuses. At some campuses, the admissions file must first be complete before meeting with an advisor.*

Register for Classes

- Done through Student Online Account
- Registration Tutorial*
- Once Registration is Complete
 - print out a copy of your class schedule with times, days, rooms, etc.
 - review through detailed schedule link
 - make sure you are registered for the classes you wanted
- **Financial Aid Information: Make sure All Documents Needed have been Received**

**May not be required at some campuses*

Questions



TENNESSEE COLLEGES

OF APPLIED TECHNOLOGY

Presentation Overview

- General Information for 27 TCATS
- Admissions Information
- Campus Tours
- Registration



Admissions for TN Promise

- ✓ Complete the Application for Enrollment (No Application Fee)
- ✓ Indicate Program Area of Interest
- ✓ Meet with Counselor and/or Instructor
- ✓ Complete the Free Application for Federal Student Aid (FAFSA)
- ✓ Submit High School Diploma/Transcript or GED/HiSET
- ✓ Submit proof of required immunizations
- ✓ Selective Service for Male Students
- ✓ Schedule any pre-enrollment testing (if applicable)
- ✓ Contact your local TCAT for any program specific requirements

Special Admissions Requirements

Some programs have additional entry requirements.

Example:

Practical Nursing

- **Selection Process Required**
- **Cohort classes (set start & end dates)**
- **Compass Test Score:**
 - 80 Reading & 50 Math or
 - 19 on ACT (all individual areas)

For specific information, contact your local TCAT.

Campus Visits & Tours

- Schedule a Campus Visit & Tour *
- Meet with Counselor*
- Meet with Instructor*

**Campuses may not require these steps.*



Admissions/Registration

- Students Choose:
 - Program
 - Full-time Day or Evening Enrollment
- Program Length: 4 months – 2 years
- Students may use Promise for programs without a fall start, as long as Promise and TCAT admission requirements have been met by the fall term.



Registration Next Steps

- Students will be contacted by a TCAT representative regarding their start date.
- Attend New Student Orientation
- On-site Registration/Pre-Registration *
- Open Entry/Open Exit
- **Start your college career at a TCAT!**

**Registration procedures may vary by campus*





TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

For TCAT contact information, please visit:

<https://www.tbr.edu/institutions/colleges-applied-technology>

Contact

Chelle Travis

Assistant Vice Chancellor for Student Services

Tennessee Colleges of Applied Technology

615-366-3987

Chelle.Travis@tbr.edu