

CHARGER STUDENT INFORMATION SHEET

Congratulations on becoming a Columbia State student! This handout will help you navigate all things associated with your student account, including student email, online course access,

Columbia State Email

Your Columbia State student email account is the College's official method of communication with you. Your email address is your username followed by @columbiastate.edu. Include your student ID number ("A-number") in your emails.

To access your **student email**, click on Email at the top of the C-State website home page or the MyCN Home page.

Online Campus is the platform you will use to access online, hybrid, or web-enhanced classes. (If you are registered for a TNeCampus class you will receive an email with class access instructions.)

To access **Online Campus**, click on Online Campus at the top of the College's website home page or the MyCN home page.

Navigate

The Navigate app is used to schedule appointments for advising, faculty office hours, tutoring, computer lab usage, testing, etc. You can also use Navigate to find a study buddy, view account holds, explore careers, and review enrollment and graduation checklists.

To access **Navigate**, click on Navigate at the top of the website Home page, or login to MyCN click Student on the menu bar, and click on the Navigate icon. You can also download the Navigate app for free!

ChargerNet Alerts are time-sensitive emergency and inclement weather messages. You can select the method of message delivery and change your settings at any time.

To sign up for **ChargerNet Alerts**, login to MyChargerNet and click the link in the Alerts section on the Home page.

What about parking?

C-State parking permits are required for all students who park on campus. The Decal should be displayed in the lower-left corner of your vehicle's back window. Drivers of vehicles without decals are subject to fines.

Parking decals will be mailed to students or you can pick one up in a campus Student Services office.

How do I access MyChargerNet?

MyChargerNet (MyCN) is the web-based system you will use to handle much of your student business.

Your username and password will be the same for all of your Columbia State accounts. This is known as your "Single Sign On (SSO)" or "PVT" login information.

To access **MyCN** visit the Columbia State website at www.columbiastate.edu and click on MyCN at the top of the Home page.

You can view Columbia State social media accounts, update your contact information, check financial aid requirements and awards, register for classes, view and print schedules, view/pay tuition and fees, confirm attendance, complete faculty evaluations, view grades, run a degree audit, and much more.

How to find your advisor?

New students and students who have earned less than 24 semester credit hours (SCHs) are assigned a College Success Advisor. Students with at least 24 SCHs have a faculty advisor.

To view the name and contact information for **your advisor**, look under Your Success Team on your Navigate homepage, or login to MyChargerNet, click Student on the menu bar and click on the My Advisor icon.

If eligible, how do I get my financial aid refund?

If the amount of your financial aid is more than your tuition and fees, you will be issued a refund after classes start and your attendance is confirmed. The refund will be mailed to the address on your account unless you set up direct deposit.

To set up **direct deposit for your refund**, login to MyCN click Student on the menu bar, click Student in the Self Service menu, and click View Bill/Make Payment/Set Up a Refund Profile. From there, click Continue, Refunds, and Set Up Account. Finally, enter your account information, click Continue, click the I Agree box, and click Save.

How do I get my books?

Check your class registration, email, course syllabus, and Online Campus information about needed course materials.

Search bookstore in the website A to Z Index to find current Bookstore hours, dates for using excess financial aid in the bookstore, and book pick-up and delivery options.

How do I get a Student ID Card?

Students are required to carry their student ID card with them at all times while on campus. You will need your ID card to check out items in the library or use financial aid in the bookstore.

To obtain your **ID card**...

- Check your Columbia State email for an invitation from Columbia State CloudCard
- The SUBMIT PHOTO link will take you to a page to upload your photo, along with some instructions for the acceptable photo submissions. Once submitted, you will be requested to enter your current mailing address so we can mail your badge to you as soon as it is created.
- You will be directed back to a page in Cloudcard when your photo is submitted and information that it will be reviewed.
- We will review your photo for acceptance and when accepted you will receive an email. You should look for your badge in a few days.