








## GUIDE TO

Chattanooga State



All Early College students receive an email after the application packet is reviewed. The email will be sent to the personal email provided by the student on the application itself, and it includes information about any outstanding admission requirements, including any required testing, missing documents, or other incomplete information. In addition, this email will provide each student with the Student ID (A#). **Check email often!** Early College students can access TigerWeb shortly after the Early College application is complete.

<p><b><u>Check Admissions Status</u></b></p> <p></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Click the  on the Chattanooga State homepage.</li> <li><input checked="" type="checkbox"/> Click the <b>Check Admission Status/Registration Holds</b> link on the lower left side of the page.</li> <li><input checked="" type="checkbox"/> Enter your Student ID number and birth date, select the credit term for which you have applied, and complete the security challenge question.</li> </ul> <p><b>Admissions requirements must be complete before Early College enrollment!</b></p>	<p><b><u>Log On TigerWeb</u></b></p> <p></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Click the  on the Chattanooga State homepage.</li> <li><input checked="" type="checkbox"/> You will need your TigerID to log in.</li> <li><input checked="" type="checkbox"/> You may retrieve your TigerID by using the TigerID Wizard.</li> <li><input checked="" type="checkbox"/> If you have your TigerID, enter it along with your password.</li> </ul> <p><b>Forgot your Student ID? Retrieve it by using the A Number Lookup Tool located in the TigerID Wizard box on the TigerWeb login page.</b></p>	<p><b><u>Search Available Classes</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Log in to TigerWeb</li> <li><input checked="" type="checkbox"/> Under Registration Tools, click <b>Click Look Up Classes</b></li> <li><input checked="" type="checkbox"/> Select appropriate CREDIT term and click Submit</li> <li><input checked="" type="checkbox"/> Choose the class subject</li> <li><input checked="" type="checkbox"/> Click <b>Class Search</b> for basic searches or Advanced Search for more detailed search options</li> <li><input checked="" type="checkbox"/> Click title of the course to see how many seats are available.</li> </ul>	<p><b><u>Check Enrollment/Class Schedule</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Log in to TigerWeb</li> <li><input checked="" type="checkbox"/> <b>Click Here to Enter</b></li> <li><input checked="" type="checkbox"/> Click <b>Student Tab</b></li> <li><input checked="" type="checkbox"/> Click <b>Registration</b></li> <li><input checked="" type="checkbox"/> Click <b>Student Detail Schedule</b></li> <li><input checked="" type="checkbox"/> Select appropriate CREDIT term and click Submit</li> </ul>
<p><b><u>Sign Up for Dual Enrollment Grant</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Go to <a href="http://www.chattanoogastate.edu">www.chattanoogastate.edu</a></li> <li><input checked="" type="checkbox"/> Click <b>High Schools</b></li> <li><input checked="" type="checkbox"/> Click <b>Early College</b></li> <li><input checked="" type="checkbox"/> Click <b>Dual Enrollment Grant</b> (left hand side of page)</li> </ul> <p><b>Read through information carefully and apply for grant at the link provided.</b></p>	<p><b><u>Purchase Books</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Go to <a href="http://www.chattanoogastate.edu">www.chattanoogastate.edu</a></li> <li><input checked="" type="checkbox"/> Click <b>Bookstore</b></li> <li><input checked="" type="checkbox"/> Click on <b>Shop Now</b></li> <li><input checked="" type="checkbox"/> Select appropriate term, department (for a math class, choose MATH*), and select the course</li> <li><input checked="" type="checkbox"/> Click <b>Submit</b></li> <li><input checked="" type="checkbox"/> Follow prompts to fill your cart and check out</li> </ul> <p><b>*Use Drop-Down menu provided to enter individual course information.</b></p>	<p><b><u>View Your Bill &amp; Pay Fees</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Log in to TigerWeb</li> <li><input checked="" type="checkbox"/> <b>Click Here to Enter</b></li> <li><input checked="" type="checkbox"/> Click <b>Student</b></li> <li><input checked="" type="checkbox"/> Click <b>Student Account</b></li> <li><input checked="" type="checkbox"/> Click <b>View Student Account/Pay My Fee</b></li> </ul> <p><b>Scroll to the bottom of the page. If Current Due Net of Authorized Financial Aid and Memos at the bottom of the page is ZERO or a negative, your fees have been paid and your schedule will not be deleted for nonpayment.</b></p> <p><b>If there is a balance, Click Pay Now to make payment in full or enroll in the Deferred Fee Payment Plan.</b></p> <p><b>Note: Enrollment in the Deferred Fee Payment Plan requires a minimum 50% initial payment plus a \$25.00 enrollment fee.</b></p>	<p><b><u>Tigermail</u></b> (To set up)</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Log in to TigerWeb</li> <li><input checked="" type="checkbox"/> Click on blue tiger paw </li> <li><input checked="" type="checkbox"/> Pick Time Zone</li> <li><input checked="" type="checkbox"/> (UTC-5:00 Eastern Standard Time)</li> </ul> <p><b>Click on the blue paw daily for important Updates and Announcements!</b></p>