Motlow State | Spring 2024

REGISTRATION GUIDE

Welcome to Motlow State!

We're so glad you've chosen us to take the next step in your educational journey. Here are a few important things you need to know about being a Motlow Buck.

Check your Motlow student email regularly

- You'll find the Office365 Outlook App in your MotlowHub. This is where we send all of your notifications about registration, financial aid, class cancellations and other important information. We suggest you check it weekly if not daily.

- Want to know how to get your email on your smart phone? Check the IT Knowledge base by clicking the Help link at the top of the Motlow website or follow this link: Article - How can I receive my Motlow...

Registration opens for each semester on a set schedule

- For specific dates check the Calendar. Summer/Fall registration opens the first Monday in April. Spring registration opens the first Monday in November. Registration closes the day after the semester or part of term begins.

- Not sure what to register for? Your Motlow Graduation Planning System is a great place to start. Your GPS is found in your MyMotlow account under the student tab. Still unsure? Check with your Student Success Advisor. Transfer students may not have an assigned completion coach. Reach out to the Student Success Center at your campus for help.

- Not ready to register but want to see what's available? Check the Dynamic Schedule. You can see what's currently on offer or what has been offered in the past for an idea of what may be available for a future semester. The Dynamic Schedule will show the upcoming semester about a week prior to registration opening.

How do I register?

- Ready to register, but not sure how to go about it? Instructions on how to register for classes can be found right on the website. Register for Classes
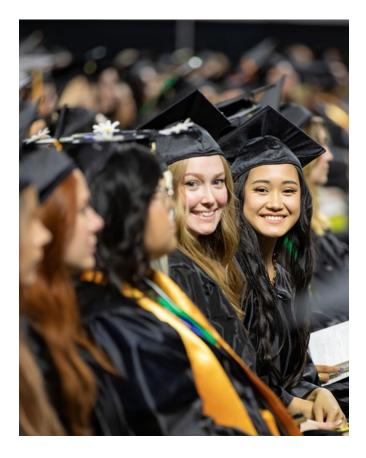
How can I find where a class is located?

- Check the section number. Section numbers are specific to the campus a course is on. F = Fayetteville. L = Lynchburg/Moore County. M = McMinnville. S = Smyrna. O = online. R = TN Ecampus. Sections that end in VC are video conference courses.

I'm getting an error when I try to register.

Errors when attempting to register can have many different causes. Here are some common errors:

- **Student requires readmission.** If you didn't take classes the previous semester, you may see this error. It means you need to submit a new application before you can register for the upcoming semester.

- **Pre-requisite and Test Score Error.** This means you have not met the requirements to take the course you're attempting to register for. This is especially common for transient students. Be sure to submit your transient form so your courses can be evaluated by the transcript analyst to avoid this error.

- **Course Add Error.** Students will see this error usually when trying to register for Learning Support Courses. Learning Support requires a very specific set of courses when attempting to register, and if they aren't all in your cart, it will not allow you to add them.

- **Course Closed.** This error means you're trying to register for a class that you are not coded for i.e. Honors, ACE, or Dual Enrollment. These sections are set aside specifically to meet the needs of that class of students and are designated with A for ACE or D for Dual Enrollment in the section number. Honors courses are designated in the course title i.e. English Composition I – HONORS.

- **Academic Standing prevents registration.** This means you are on Academic suspension. Please contact your Student Success Advisor.

  » Note: Academic suspension is NOT the same as Satisfactory Academic Progress suspension. The latter ONLY affects financial aid. See Satisfactory Academic Progress for more information.

Viewing your Registration

- You can check your registration in your MyMotlow account. Click the student tab and then the link for registration. You will then have two options. You can see your Detailed Schedule or your Week at a Glance. Both of these will show you which classes you are currently registered for, when they meet, and where.

Need to drop or withdraw from a class?

- Be sure to check the Calendar for the last day to drop without a record or withdraw with a "W" on your transcript. Check with Financial Aid/ One Stop to see how removing yourself from the class may affect you.

- Dropping or withdrawing from a class or all courses may result in loss of financial aid eligibility or a balance on your account!

Holds on your account may prevent you from registering or making changes to your schedule.

To see your holds in your MyMotlow account click the student tab, registration, view registration holds.

Financial Aid

You've registered for classes. Great! Now, how do you pay for them?
Most students at Motlow State qualify for federal or state aid.
Here's a quick guide to answer all of your financial aid questions.

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The FAFSA
Your quest for financial aid begins with submitting the Free Application for Federal Student Aid (FAFSA). This form is used to determine what your need for aid may be. It is *REQUIRED* to receive any aid at the federal or state level and even some scholarships. The FAFSA for the next academic year is available on October 1 every year. You can find the FAFSA at https://fafsa.gov. It takes 3-5 business days for Motlow to receive a FAFSA.

- MOTLOW SCHOOL CODE: 006836 FOR ALL CAMPUSES!

- IMPORTANT! TN Promise students need to submit their FAFSA by February 1! Reconnect students need to submit their FAFSA by September 1 of the academic year for Fall or February 1 for Spring/Summer.

TSAC Student Portal
The Tennessee Student Assistance Corporation (TSAC) administers TN Promise and TN Reconnect along with other state programs. The student portal is where you apply for Promise and Reconnect. It's important to check the TSAC student portal to see what school is listed as your school of choice. This information is generated by the first school entered into your FAFSA. The school listed is the school whose roster you will be on for awarding. This should be Motlow. You can find the student portal here: https://www.tn.gov/collegepays/tsac-student-portal.html

- Note: TN Reconnect students need to submit the TN Reconnect Scholarship Grant application NOT the TCAT Reconnect application.

Student Requirements
Once your FAFSA has been received by Motlow State, you will have some requirements to complete in your MyMotlow account. Every student has at least one. To find your requirements:

- In your MotlowHub, select the green and gold MyMoltow app tile.

- Click on the Financial Aid tab at the top of the screen and then "Eligibility"

- Then click the link for "Student Requirements"

- Select the appropriate aid year and click "Submit".

- The student requirements are listed in a table. Click on each one to complete.

  » You'll want to complete these requirements prior to the Priority Deadline for the semester in which you are starting school. Fall: June 1. Spring: December 2. Summer: April 15.

- If you do not have a financial aid tab, Motlow has not received your FAFSA.

No aid can be awarded until your requirements are complete including TN Promise and TN Reconnect.

Scholarships

- Motlow State offers many scholarships through the Motlow Foundation. To apply for Scholarships and check deadlines login to your MotlowHub and look for the AwardSpring app. The deadline for most institutional scholarships is March 15. For more information on scholarships click here: Scholarships

What is Course Program of Study (CPoS)?

- Financial aid can only pay for classes that are required for you to earn your degree in your declared program of study. If the requirement has already been met or the class is not otherwise needed to obtain your degree, financial aid cannot pay for the course. If you previously failed a course, financial aid can only pay for you to retake that course twice. It is not possible to double major.

Class Attendance/ Engagement

Your financial aid may be adjusted based on your class attendance/ engagement. If an instructor marks you as having not attended/engaged in class, your financial aid is reduced as though you aren't enrolled in that course. You can check your attendance in your MyMotlow account under the student tab, student record, attendance reporting.

- **NOTE:** If you stop participating in a class, you may receive a grade of "FA" for your course. FA grades can cause you to have to repay part of your financial aid award and lose eligibility for federal and state programs. It is usually better to withdraw from a course than to receive an FA. Consult your Advisor or Completion Coach before withdrawing from a course.

Census Date

- Federal financial aid cannot pay for classes registered for after the census date. The census date is the 14th day of the semester.

Satisfactory Academic Progress (SAP)

You may be suspended from receiving certain types of financial aid if you are not meeting Satisfactory Academic Progress standards. There are five standards a student must meet in order to be eligible for federal aid and certain state programs at Motlow State.

- GPA needs to be a 2.0 or higher

- Completion rate: Percentage of classes passed vs classes attempted must be 67% or higher

- Credits must have been earned the last time you were enrolled in an institute of higher education

- Hours attempted cannot exceed one and a half times the number of hours required to earn a degree. This number is 90 at Motlow for an Associate degree and 45 for a certificate

- Degree/ Certificate: A student cannot have earned a previous degree or certificate

If any of these apply to you, you will want to submit the Satisfactory Academic Appeal form found in your MyMotlow account under the financial aid tab. Appeals are due by the 14th day of the semester for which you are requesting financial aid.

NOTE: Some situations are not appealable including if it's not possible for you to get back in good standing prior to reaching the maximum number of hours.

VA Benefits

Financial aid does not administer Veteran's benefits. Please see: Veterans & Military for more information. Thank you for your service!

Business Office

You didn't qualify for financial aid or receive enough aid to cover tuition,
so how do you pay for classes? How do you confirm your enrollment?

Pay in Full

Your first option is to pay in full. This can be done using the TouchNet app in your MotlowHub. Third-party payments should be sent directly to the Business Office.

Payment Plan

Motlow offers a payment plan through NelNet. This plan requires 50% of your tuition as a down payment and a $25 non-refundable set up fee. Find out more information here: Pay Your Bill

Student Loans

Motlow does not participate in any student loan programs including private loans.

Fee Waivers/ Discounts

State employees can submit their forms to the Business Office by email at businessoffice@mscc.edu. Find more information on Discounts and Fee Waivers here: Fee Discounts and Waivers

Confirming Enrollment

It's important to confirm your enrollment. This can be done at any time after receiving your invoice from the Business Office. However, you can only confirm your enrollment if you have a 0 or negative balance. Confirming your enrollment protects your schedule from deletion in case of financial aid adjustments. To confirm your enrollment:

1. Login to your MotlowHub and click the MyMotlow app.

2. Select the student tab, then student account

3. Click Account Details and select the correct term. To confirm, click "Yes, I will be attending," at the top of the page.

4. If you have a balance due, you will be taken to a payment page instead of a confirmation page.

NOTE: Class schedules will be deleted unless fees are paid or registration is confirmed by the payment deadline!

Refunds

Refunds are issued after the first full week of classes has been completed and after students have been marked as attending/ engaging in all registered courses. Refunds may be delayed if you've registered for classes that begin after the start of the semester. Refunds are issued by direct deposit or by check. Direct deposit can be set up in your MyMotlow account or the TouchNet app.

Spring 2024 Calendar

Full Term: January 16 – May 3
First Session: January 16 – March 1
Second Session: March 15 – May 3

January 4
1st Course Deletion: Pay Tuition and Fees in MyMotlow by 10:00pm

January 8
Last Day to Submit Admission Application

January 9
Course Deletion: Class Schedules will be deleted at 10:00pm if tuition and fees are not paid

January 15
Last day for 100% refund: Full Term and First Session

January 16
Last day to submit fee waivers and fee discount forms for Spring 2024 (1st session, Full Term)

Spring 2024 Classes Begin

January 17
Last day to register or add classes

January 23
Financial Aid Disbursements become available

January 25
Course Deletion: Class Schedules will be deleted at 10:00pm if tuition and fees are not paid

January 29
Last Day to Drop Without Record (Full Term and 1st Session)

February 14
Last day to drop with a "W" on transcript (1st Session)

February 26 – March 3
Midterm Exams

March 1
Last Day of Classes (1st Session)

March 3
Last day to submit completed work to the instructor to remove an "I" for Fall 2023

March 4 – March 8
Spring Break

March 10
Last day for 100% refund (2nd session)

March 11
2nd session financial aid disbursements become available

March 12
Last day to register or add classes (2nd session)

March 15
Deadline to File Intent to Graduate Forms

March 22
Last day to drop with a "W" on transcript (full term)

March 24
Last day to drop without record (2nd session)

April 1
Class Registration Opens for Summer 2024

April 15
Last day to drop with a "W" on transcript (2nd session)

Summer 2024 Financial Aid Application Priority Deadline: FAFSA and ALL Student Requirements due by 4pm

April 26
Last Day of Classes (Full Term)

April 29 – May 3
Final Exams

Calendars are subject to change at any time prior to or during an academic term. For more information on part of term schedules please see the online Academic Calendar.

CAMPUS RESOURCE GUIDE

Admissions and Records   admissions@mscc.edu
https://www.mscc.edu/admissions/index.html
Processing Applications for Admission Prior Learning Assessment, College Transcripts, Degree and Enrollment Verifications, OUTGOING Motlow Transcripts, I-20s for F-1 International Students, Academic Fresh Start, Application for TN Residency for Tuition Purposes, Transient Student Forms.
931-393-1520

Adult Initiatives   reconnect@mscc.edu
https://www.motlow.edu/students/adults/reconnect.html
Assist with TN Reconnect application, PLA program, and connect with students ACE program
615-220-7826

Advising   studentsuccess@mscc.edu
https://www.motlow.edu/students/student-success-centers/index.html
Assistance with choosing an academic program and classes to take, addressing concerns about classes, finding resources and developing a plan for graduation.
Who is my Advisor? found below.

Moore County	**931-393-1610**
Smyrna	**615-220-7854**
McMinnville	**931-668-7010 ext. 2140**
Fayetteville	**931-433-9343**

Athletics   athleticsdirector@mscc.edu
 https://www.motlow.edu/give/athletics.html
Basketball, Soccer, Softball, and Baseball
931-393-1614

Bookstore   motlow@bkstr.com
https://www.motlow.edu/academics/bookstore.html

Moore County/Fayetteville	**931-393-1569**
Smyrna	**615-220-7813**
McMinnville	**931-473-9848**

Bookstore is located at TCAT McMinnville---Next to Motlow McMinnville campus

Business Office   businessoffice@mscc.edu
https://www.motlow.edu/financial/business-office/index.html
Parking Pass, Tuition, Fees, Refunds, Waivers
1-800-654-4877 ext. 4

Campus Police   police@mscc.edu
https://www.motlow.edu/belong/safety/police/index.html

Moore County	**931-393-1737 or 931-393-1632**
Smyrna	**615-220-7937**
McMinnville	**931-393-1586**
Fayetteville	**931-433-9364 Ext. 3024**

Career Planning   workforce@mscc.edu
https://www.motlow.edu/motlowtrained/training/index.html
Job preparation tools and career services such as YouScience, Handshake, Big Interview, Skills USA and apprenticeships

Counseling Services   counseling@mscc.edu
https://www.motlow.edu/students/counseling/index.html
Individual counseling sessions, support groups, workshops and referrals to other resources
931-393-1960

Dean of Students   dos@mscc.edu
Information about clubs, student campus events
931-393-1601

Disability Services   disabilityservices@mscc.edu
https://www.motlow.edu/students/disability/index.html
College accommodations to assist students with disabilities

Moore County	**931-393-1765**
Smyrna	**615-220-7857**
McMinnville/Fayetteville	**931-393-1765**

Financial Aid   fas@mscc.edu
https://www.motlow.edu/financial/financial-aid-office/index.html
Questions about scholarships   **931-393-1553**

General Information   https://www.mscc.edu/
Moore Co.   **931-393-1500**
Smyrna   **615-220-7800**
McMinnville   **931-668-7010 ext. 2112**
Fayetteville   **931-438-0028 ext. 3001**

Help Desk for D2L   d2lhelp@mscc.edu
https://www.motlow.edu/help/index.html
                                931-393-1717

Just Report It   compliance@mscc.edu
https://www.motlow.edu/belong/report.html
Motlow State is committed to creating a safe, supportive learning and working environment for all campus community members. Campus safety is our top priority. We take all reports of misconduct seriously to protect everyone's health and well-being.

Motlow depends on community members to identify and report behaviors of concern so that the College can provide distressed students and employees with appropriate support services and resources. We are all responsible for campus safety. If you see something, say and do something about it—report any concerning behavior or suspicious activity using the forms below.

Library   librarygroup@mscc.edu
https://www.motlow.edu/academics/library/index.html
iPad and Laptop check out, subject guides and databases for research and assignments
Moore County   **931-393-1670**
Smyrna   **615-220-7815**
McMinnville   **931-668-7010 ext. 2133**
Fayetteville   **931-438-3012**

Foundation   motlowfoundation@mscc.edu
https://www.motlow.edu/give/foundation.html
Financial assistance and scholarships
                                931-393-1543

Tech Support   support@mscc.edu
https://support.motlow.edu/TDClient/274/Portal/Home/
                                931-393-1510

Testing Center   tcenter@mscc.edu
https://www.motlow.edu/academics/testing/index.html
Schedule a testing appointment for a variety of tests including the Accuplacer, HiSET, of tests including the Accuplacer, HiSET, CLEP and ETS Exit Exam
                                931-393-1763

Tennessee Promise   promise@mscc.edu
https://www.motlow.edu/students/promise/index.html
Assistance with TN Promise application, TN Promise appeals, community service opportunities, and Summer Bridge Program
                                615-220-7839

Tutoring   tutoring@mscc.edu
https://www.motlow.edu/academics/programs/tutoring/index.html
Writing Center & Math Lab – online/on campus
NetTutor – access online through D2L

Veteran Services   veteranservices@mscc.edu
https://www.motlow.edu/students/veterans/index.html
Assistance with GI Bill and other educational assistance programs from Veteran Affairs
                                931-393-1529

Who is my Advisor?

MOORE CO.

LAST NAME	ASSIGNED ADVISOR
A – G, V,Z	KATIE REID
H-Q	NICKIE FANNING
R-T	LAURA BROWN
W,Y	KYLE MACON
ATHLETES	KYLE MACON

MCMINNVILLE/SPARTA

LAST NAME	ASSIGNED ADVISOR
A-M	ALLEN SANDERS
R-T	LAURA BROWN

FAYETTEVILLE

LAST NAME	ASSIGNED ADVISOR
A – Z	JOSH CALDWELL

SMYRNA

LAST NAME	ASSIGNED ADVISOR
A – CH, U, X	ANGELICA DOTSON
CI – GL, Y-Z	ROB KEEL
GO – KN	VAN LOMENICK
KO – OD	VERONICA MITCHELL
OE – SH	ASST. DIRECTOR
SI – T	HAILEY CALDWELL
V – W	ASST. DIRECTOR

Resources

We know life happens. If you're struggling with your courses or just life in general here are some resources available to you free of charge.

Tutoring

Motlow State offers tutoring on campus in our MathLabs and Writing Center. You can also access NetTutor through your D2l. For more information see: Tutoring

Counseling

Motlow offers on-campus counselling with a licensed therapist at each campus. For more information see: Counseling Services

Differently Abled

If you need special accommodations due to a disability, you can reach out to our Disability Services

Food Insecurity

Please reach out to the Dean of Students office Deanofstudents@mscc.edu. There is help available.

Additional Information

Parking Permits are available at the business office or front desk of the campus you attend.

Student IDs are made in the library of the campus you attend.

Campus Maps can be found online by selecting the location you attend. Locations

Important Numbers

Admissions: 931-393-1520

Financial Aid: 931-393-1553

Student Success: 931-393-1610 or 615-220-7854

Dean of Students: 931-393-1601

Testing: 931-393-1763

Technical Operations Help Desk: 931-393-1512 or support@mscc.edu

MOTLOW STATE