

Motlow State | Summer/Fall 2026

# 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 your student email account within your Motlow HUB labeled Motlow Email. 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 at the end of the second day of classes.
- Not sure what to register for? Your DegreeWorks is a great place to start. Your DegreeWorks is found in your MyMotlow account by selecting DegreeWorks/ MyMotlowGPS. Still unsure? Check with your [Student Success Advisor](#). 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	O	Online
L	Lynchburg/Moore Co	P	Pace
M	McMinnville	R	TN Ecampus
S	Smyrna		



### 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, PACE, or Dual Enrollment. These sections are set aside specifically to meet the needs of that class of students and are designated with P for PACE 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 on Registration/ Planning and select View Registration Information.

### 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 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 on the student profile in the upper right hand corner.

# Financial Aid

You've registered for classes. Great! Now, how do you get help paying 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!
- TN Promise FAFSA Deadline is April 1.
- TN Reconnect deadlines Fall- September 1, Spring-March 1, and Summer- May 1.

## 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://clipslink.tsac.tn.gov/studentsignon/>

- 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 1. 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 may be reduced as though you aren't enrolled in that course. You can check your attendance in your MyMotlow account.

- **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. Consult your Advisor or a member of the financial aid office 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.

More Information, including how to appeal, can be found here: [motlow.edu/financial/satisfactory-academic-progress](http://motlow.edu/financial/satisfactory-academic-progress)

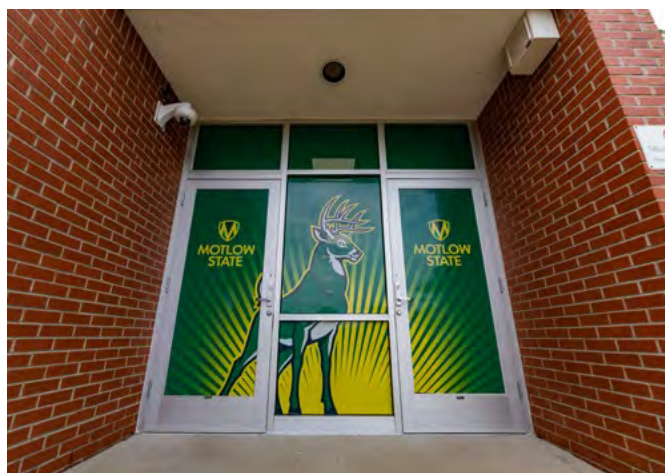
### VA Benefits

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?

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### 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 at [businessoffice@mscc.edu](mailto:businessoffice@mscc.edu).

### Payment Plan

Motlow offers a payment plan through TouchNet. This plan requires 25% of your tuition as a down payment and a \$25 non-refundable set up fee. Find out more information here: [Pay Your Bill](#)

### Steps to Pay or Set Up Installment Payment Plan:

1. Go to the MotlowHub
2. Click on MyMotlow app/tile
3. On the left menu, select Payments/Refunds
4. Select term and click on Pay Now or set up Payment Plan

### 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](mailto:businessoffice@mscc.edu). Find more information on Discounts and Fee Waivers here: [Fee Discounts and Waivers](#)

***NOTE: Class schedules will be deleted unless fees are paid 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.



# Business Office Important Dates/Deadlines

## Summer 2026 Semester - Important Dates/Deadlines:

- ▶ May 20: 1st Course Deletion (Full Term, 1st Session, 2nd Session)
- ▶ May 25: 100% Refund (Full Term, 1st Session)
- ▶ May 29: 75% Refund (1st Session)
- ▶ May 29: Registration Opens for 2nd Session (using TBR/UT Fee Waivers, Senior Adults, Disabled, 60+ Audit)
- ▶ June 2: 25% Refund (1st Session)
- ▶ June 3: 75% Refund (Full Term)
- ▶ **June 5: FINAL Course Deletion (Full Term, 1st Session)**
- ▶ June 28: 100% Refund (2nd Session)
- ▶ **July 2: FINAL Course Deletion (2nd Session)**
- ▶ July 2: 75% Refund (2nd Session)
- ▶ July 6: 25% Refund (2nd Session)

## Fall 2026 Semester - Important Dates/Deadlines:

- ▶ Aug 18: 1st Course Deletion (Full Term, 1st Session, 2nd Session)
- ▶ Aug 23: 100% Refund (Full Term, 1st Session)
- ▶ Aug 29: 75% Refund (1st Session)
- ▶ Sept 4: 25% Refund (1st Session)
- ▶ **Sept 4: FINAL Course Deletion (Full Term, 1st Session)**
- ▶ Sept 6: 75% Refund (Full Term)
- ▶ Sept 14: Registration Opens for 2nd Session (using TBR/UT Fee Waivers, Senior Adults, Disabled, 60+ Audit)
- ▶ Sept 20: 25% Refund (Full Term)
- ▶ Oct 13: 100% Refund (2nd Session)
- ▶ **Oct 16: FINAL Course Deletion (2nd Session)**
- ▶ Oct 21: 75% Refund (2nd Session)
- ▶ Oct 28: 25% Refund (2nd Session)

# Summer 2026 Calendar

Full Term: May 26 - July 30, 2026

First Session: May 26 - June 25, 2026

Second Session: June 29 - July 30, 2026

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April 6	Registration Opens for Summer and Fall 2026
May 11	Last Day to Apply for Summer 2026

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Summer 2026 Part of Term	Start Date	End Date	Census Date & Last Day to Drop without Record	Last Day to Withdraw
ROD Full-Term TN ECampus - 10 Weeks	5/18/2026	7/24/2026	5/31/2026	7/2/2026
SU1 First Half Summer	5/26/2026	6/25/2026	6/1/2026	6/15/2026
SU2 Second Half Summer	6/29/2026	7/30/2026	7/5/2026	7/20/2026
1-Full Term - 10 Weeks	5/26/2026	7/30/2026	6/8/2026	7/8/2026

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](#).

# Fall 2026 Calendar

**Full Term: August 24 - December 11, 2026**

**First Session: August 24 - October 8, 2026**

**Second Session: October 14 - December 11, 2026**

**Fall Break: October 9 - 13, 2026**

<b>Fall 2026 Part of Term</b>	<b>Start Date</b>	<b>End Date</b>	<b>Census Date &amp; Last Day to Drop without Record</b>	<b>Last Day to Withdraw</b>
RA1 TN ECampus 1st Session	8/24/2026	10/14/2026	9/6/2026	9/28/2026
RA2 TN ECampus 2nd Session	10/19/2026	12/9/2026	11/1/2026	11/23/2026
RA3 TN ECampus 10-week	9/28/2026	12/9/2026	10/11/2026	11/16/2026
ROD TN ECampus Full-Term	8/24/2026	12/9/2026	9/6/2026	11/3/2026
SEA 1st Session - 7 Weeks	8/24/2026	10/8/2026	9/6/2026	9/23/2026
SEB 2nd Session - 7 Weeks	10/14/2026	12/11/2026	10/27/2026	11/23/2026
1-Full Term - 15 Weeks	8/24/2026	12/11/2026	9/6/2026	10/30/2026
SE3 HGMT 5 Week (Hospitality)	8/24/2026	9/25/2026	8/30/2026	9/14/2026
SE4 CULN 10 Week (Culinary)	9/28/2026	12/11/2026	10/11/2026	11/16/2026
SE2 LaVergne Early College	8/10/2026	8/21/2026	8/16/2026	8/17/2026

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 931-393-1520

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.  
[admissions@mscc.edu](mailto:admissions@mscc.edu) | [motlow.edu/admissions](http://motlow.edu/admissions)

## Adult Initiatives 615-220-7826

Assist with TN Reconnect application, PLA program, and connect with students ACE program.  
[reconnect@mscc.edu](mailto:reconnect@mscc.edu) | [motlow.edu/reconnect](http://motlow.edu/reconnect)

## Advising

Assistance with choosing an academic program and classes to take, addressing concerns about classes, finding resources and developing a plan for graduation. [advising@mscc.edu](mailto:advising@mscc.edu)  
[motlow.edu/academics/advising](http://motlow.edu/academics/advising)

## Who is my Advisor? See below:

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

## Athletics 931-393-1614

Basketball, Soccer, Softball, and Baseball  
[athleticsdirector@mscc.edu](mailto:athleticsdirector@mscc.edu)  
[motlow.edu/give/athletics](http://motlow.edu/give/athletics)

## Bookstore

**Moore County/Fayetteville:** 931-393-1569  
**Smyrna:** 615-220-7813  
[motlow@bkstr.com](mailto:motlow@bkstr.com)  
[motlow.edu/academics/bookstore](http://motlow.edu/academics/bookstore)

## Business Office 1-800-654-4877 ext. 4

Parking Pass, Tuition, Fees, Refunds, Waivers  
[businessoffice@mscc.edu](mailto:businessoffice@mscc.edu) | [motlow.edu/financial/business-office](http://motlow.edu/financial/business-office)

## Campus Police

**Moore County:** 931-393-1737 or 931-393-1632  
**Smyrna:** 615-220-7937  
**McMinnville:** 931-393-1586  
**Fayetteville:** 931-433-9364 Ext. 3024  
[police@mscc.edu](mailto:police@mscc.edu) | [motlow.edu/belong/safety/police](http://motlow.edu/belong/safety/police)

## Career Planning 615-220-7901

Job preparation tools and career services such as YouScience, Handshake, Big Interview, Skills USA, and apprenticeships.  
[career@mscc.edu](mailto:career@mscc.edu)  
[motlow.edu/motlowtrained/training](http://motlow.edu/motlowtrained/training)

## Counseling Services 931-393-1960

Individual counseling sessions, support groups, workshops and referrals to other resources.  
[counseling@mscc.edu](mailto:counseling@mscc.edu) | [motlow.edu/counseling](http://motlow.edu/counseling)

## Dean of Students 931-393-1601

Information about clubs, student campus events  
[dos@mscc.edu](mailto:dos@mscc.edu)

## Disability Access Services

College accommodations to assist students with disabilities.

**Moore County:** 931-393-1765  
**Smyrna:** 615-220-7857  
**McMinnville/Fayetteville:** 931-393-1765  
[disabilityservices@mscc.edu](mailto:disabilityservices@mscc.edu) | [motlow.edu/students/disability](http://motlow.edu/students/disability)

## Financial Aid 931-393-1553

Questions about financial aid and scholarships  
[fas@mscc.edu](mailto:fas@mscc.edu) | [motlow.edu/financial/financial-aid-office](http://motlow.edu/financial/financial-aid-office)

## General Information [motlow.edu](http://motlow.edu)

**Moore County:** 931-393-1500  
**Smyrna:** 615-220-7800  
**McMinnville:** 931-668-7010 ext. 2112  
**Fayetteville:** 931-438-0028 ext. 3001

## Help Desk for D2L 931-393-1717

[d2lhelp@mscc.edu](mailto:d2lhelp@mscc.edu) | [motlow.edu/help](http://motlow.edu/help)

### Just Report It

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. [compliance@mscc.edu](mailto:compliance@mscc.edu) | [motlow.edu/belong/report](http://motlow.edu/belong/report)

### Library

iPad and Laptop checkout, subject guides and databases for research and assignments.

**Moore County:** 931-393-1670

**Smyrna:** 615-220-6815

**McMinnville:** 931-668-7010 ext. 2133

**Fayetteville:** 931-438-3012

[librarygroup@mscc.edu](mailto:librarygroup@mscc.edu) | [motlow.edu/library](http://motlow.edu/library)

**Motlow College Foundation** 931-393-1543

Financial assistance and scholarships

[motlowfoundation@mscc.edu](mailto:motlowfoundation@mscc.edu)

[motlow.edu/give/foundation](http://motlow.edu/give/foundation)

**Tech Support** 931-393-1510

[support@mscc.edu](mailto:support@mscc.edu) | [support.motlow.edu](http://support.motlow.edu)

**Testing Center** 931-393-1763

Schedule a testing appointment for a variety of tests including the Accuplacer, HiSET, CLEP, and ETS Exit Exam.

[tcenter@mscc.edu](mailto:tcenter@mscc.edu) | [motlow.edu/testing](http://motlow.edu/testing)

**Tennessee Promise** 615-220-7839

Assistance with TN Promise application, TN Promise appeals, community service opportunities, and Summer Bridge Program.

[promise@mscc.edu](mailto:promise@mscc.edu) | [motlow.edu/promise](http://motlow.edu/promise)

### Tutoring

[tutoring@mscc.edu](mailto:tutoring@mscc.edu) | [motlow.edu/tutoring](http://motlow.edu/tutoring)

**Writing Center & Math Lab:** Online/On-Campus

**NetTutor:** Access online through D2L

### Veteran Services

931-393-1529

Assistance with GI Bill and other educational assistance programs from Veteran Affairs.

[veteranservices@mscc.edu](mailto:veteranservices@mscc.edu) | [motlow.edu/students/veterans](http://motlow.edu/students/veterans)

### Advisors

Campus	Advisor Name	Primary Letters
Smyrna	Sherry Tamrat	D, E, F, G, N, T
	Brandon Faulk	L, O, S, W
	Dr. Erica Lee	Q, V, U, X, Y, Z
	Dr. Deborah Smith	I, P, R
	Kareem Kenney	C, M
	Jonathan Graham	H
	Stacy Gaither	A, B, J, K
McMinnville	Allen Sanders	A - L
	Caitlin Shelton	M - Z
Moore	Kyle Macon	T, U, V, W, X, Y, Z
	Nickie Fanning	N, O, P, Q, R, S, Soccer
	Laura Brown	H, I, J, K, L, M
	Rob Wanamaker	C, D, E, F, G
	Katie Reid	A, B, Athletics
Fayetteville	Halley Caldwell	A - G
	Josh Caldwell	H - Z

## 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.

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### Tutoring Services

Motlow State offers a variety of tutoring supports on campus and online including Knack peer tutoring, the Math Lab, the Writing Center, Science Study Skills Workshops, an ACT Prep Course, and NetTutor. For more information see: [Tutoring](#)

### Counseling

Motlow offers on-campus counselling with a licensed therapist on-campus and through telehealth. For more information see: [Counseling Services](#)

### Disability & Access Services

If you need special accommodations due to a disability, you can reach out to our [Disability Services](#)

### Food Insecurity

Please reach out to the Resource and Advocacy Center at [resources@mscc.edu](mailto:resources@mscc.edu).

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## Additional Information

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

**Campus Maps** can be found online by selecting the location you attend. [Locations](#)

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

## Important Numbers

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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](mailto:support@mscc.edu)



# MOTLOW STATE

MARYLOU APPLE  
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