

Motlow State | Spring 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 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	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 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 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 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.

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 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. 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

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?



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.

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. Log in to MotlowHub > Student Tab
2. Click Student Account
3. Choose Account Detail / Pay Fees Online / Set Up Payment Plan
4. View your balance and click Continue
5. Use the TouchNet Payment Portal to pay or enroll in a 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. 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



Spring 2026 Calendar

Full Term: January 20 - May 8

First Session: January 20- March 6

Second Session: March 16 - May 8

November 3

Class Registration Opens for Spring 2026

December 1

TN Promise Community Service Deadline: Spring 2026

December 22

Registration begins for students using TBR/UT or State fee Waivers, Senior Adults (65 years old), Permanently Disabled, and 60 Year-Old (Audit), (Full Term and 1st Session)

January 12

Last Day to Submit Admissions Application

January 14

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

January 19

Martin Luther King Day: Campus Closed

January 20

Classes Begin: Full Term and First Session

January 20

Last day to submit fee waivers and fee discount forms for Spring 2026 (1st session, Full Term)

January 21

Last day to register or add classes

January 30

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

February 2

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

February 2

Financial Aid Census: Aid cannot be awarded to students registering after this date

February 16

Registration begins for students using TBR/UT or State fee Waivers, Senior Adults (65 years old), Permanently Disabled, and 60 Year-Old (Audit), (2nd Session)

February 19

Last Day to Withdraw and receive "W" on Transcript (1st session)

March 2-6

Midterm Exams

March 6

Last Day of Classes and Final Exams (1st Session)

March 9-13

Spring Break

March 16

Classes Begin 2nd Session

March 15

Last day to submit Intent-to-Graduate forms for Commencement Participation

March 24

Last Day to Drop Without Record – 2nd Session

April 2

Last day to Withdraw and receive a "W" on transcript: Full Term

April 1

Deadline to File Intent-to-Graduate Forms

April 20

Last day to Withdraw and receive a "W" on transcript: 2nd Session

May 1

Last Day of Classes (Full Term)

May 4 - May 8

Final Exams

January 19	Last day for 100% refund: Full Term and First Session
February 2	Last day for 75% refund: Full Term
February 15	Last day for 25% refund: Full Term
March 15	Last day for 100% refund: Second Session

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 | motlow.edu/admissions

Adult Initiatives

615-220-7826

Assist with TN Reconnect application, PLA program, and connect with students ACE program.
reconnect@mscc.edu | 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
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
motlow.edu/give/athletics

Bookstore

Moore County/Fayetteville: 931-393-1569
Smyrna: 615-220-7813
motlow@bkstr.com
motlow.edu/academics/bookstore

Business Office

1-800-654-4877 ext. 4

Parking Pass, Tuition, Fees, Refunds, Waivers
businessoffice@mscc.edu | 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 | 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
motlow.edu/motlowtrained/training

Counseling Services

931-393-1960

Individual counseling sessions, support groups, workshops and referrals to other resources.
counseling@mscc.edu | motlow.edu/counseling

Dean of Students

931-393-1601

Information about clubs, student campus events
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 | motlow.edu/students/disability

Financial Aid

931-393-1553

Questions about financial aid and scholarships
fas@mscc.edu | motlow.edu/financial/financial-aid-office

General Information

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 | 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 | 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 | motlow.edu/library

Motlow College Foundation 931-393-1543

Financial assistance and scholarships

motlowfoundation@mscc.edu

motlow.edu/give/foundation

Tech Support 931-393-1510

support@mscc.edu | 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 | 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 | motlow.edu/promise

Tutoring

tutoring@mscc.edu | 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 | 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, Athletes
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.

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.

Additional Information

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

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



NISBETT CENTER



MOTLOW STATE