How do I confirm attendance?

For all students receiving Federal Financial Aid, you cannot confirm your attendance until all financial aid requirements have been satisfied, you have been awarded aid for the applicable aid year, and you have accepted your awards in your TigerWeb account.

- From the TigerWeb homepage, click TigerWeb Self-Service, "Click Here to Enter."
- Click "Student"
- Click "Student Accounts"
- Click to Confirm I Will Attend
- Select the appropriate term.

STOP *Tennessee College of Applied Technology students* choose "TCAT Term." College credit students choose "Credit Term."

- Click "Yes I will Attend"

Note: "Account Balance Net of Authorized Financial Aid and Memos" must be ZERO or a negative balance to receive a confirmation number immediately. If your balance is zero or negative, click, "Yes, I will Attend" to receive a confirmation number.

- Print your confirmation number

How do I check my attendance?

- Under TigerWeb Self-Service, "Click Here to Enter."
- Click "Student"
- Click "Student Records"
- Click "Attendance Reporting"
- Select the appropriate term.

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If you feel that your attendance has been reported incorrectly, please contact your instructor with further questions.

Has my Financial Aid refund been issued?

Financial Aid refunds or excess money is delivered through a pre-paid debit card rather than a check in the mail. Students will receive detailed information about their personal pre-paid debit card through their Chattanooga State email account. Financial Aid refunds are not issued until class attendance has been reported for the term.

Registration Troubleshooting Tips:

If you receive an error message while attempting to register for a class, please read the following for tips on how to resolve the issue.

You require readmission prior to registration - If you have missed a Fall or Spring semester you may be required to re-apply to Chattanooga State before you can register for classes. If you have already applied, re-applied, or you have not missed Fall or Spring registration for your prior term, please check that you are selecting the appropriate registration term. Tennessee College of Applied Technology students will choose the "TCAT Term." College credit students will choose the "Credit Term."

Prerequisite and test score error - This is an indication that you may be attempting to register for a class that has a prerequisite requirement that must be completed before registration is allowed. For example, you must complete a COMP I course before being allowed to register for a COMP II course.
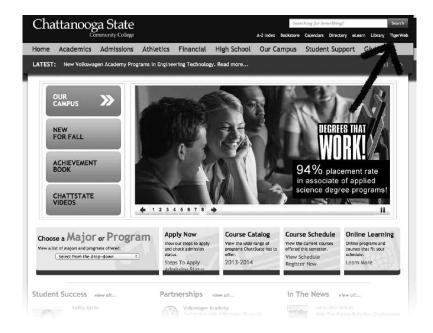
L2 required - This indicates that you are attempting to register for a class that has a lab requirement. Labs must be registered for at the same time as lectures. For example, most science courses have a lab requirement associated with them therefore both the lab and lecture section must be entered at the same time.

Closed section - This means that the course you are attempting to register for is full and cannot accept students. You will need to contact the instructor of the course and discuss their policy on closed section registration.

Program restriction - This is an indication that you may be attempting to register for a class that requires program acceptance prior to registration. For example, only students who have been accepted into the nursing program can register for nursing courses.

TigerWeb Guide

Visit chattanoogastate.edu and click on the TigerWeb link to access your student account.

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How do I check my application status?
- Go to www.chattanoogastate.edu/status
- At the TigerWeb login screen, click "Check Admission Status"
- Enter you're A Number and Birth date.
- Select the appropriate application term

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- Enter the two words located in the reCAPTCHA box and click "submit form"
- Application data will be provided

What is my TigerID?
- Click on "Forgotten TigerID or password?" under the TigerWeb login screen.
- Select if you need a password reset, TigerID lookup, or A Number lookup.
- Follow the directions on the screen and provide the required information.
- If you have problems retrieving your login information, submit a support request by clicking on the link at the top of the page

How do I log on?
- Click "TigerWeb" from www.chattanoogastate.edu
- Enter your TigerID and password
  - TigerID ex. jfdoe
  - First time users will use TigerID Wizard tool to access their TigerWeb accounts for the first time

How do I view my holds?
- At your TigerWeb homepage, under Academic Profile, click "Holds"

Who is my advisor?
- On the TigerWeb homepage, go to Academic Profile.
- Advisor will be listed in this area
Note: If no advisor is listed, contact the advising office at 423-697-4483

How do I view my transcript?
- At your TigerWeb home page, under Academic Profile, click "Transcript"
- Change the transcript level to "Undergraduate"
- Click "Submit"

How do I register for classes?
- From the TigerWeb homepage, go to Registration Tools.
- Click on "Add or Drop Classes"
- Select the appropriate term

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- Click "Submit"
- Scroll down and read the notes on your screen
- Select "Class Search" or enter the CRN's of the classes in the boxes located at the bottom of the page
- Choose the class subject
- Click "Course Search"
- Find the course you wish to register for and select "View Sections"
- Click the open box next to the desired classes
  If there is not an open box that means the class is either closed (c) or you will need instructor permission to register.
- Click ""Register" at the bottom of the screen
- Repeat steps until you have registered for all desired classes

Note to students who have applied for financial aid:
Each time you add or drop a class from your schedule, you will receive a message from the financial aid office informing you of how altering your schedule may affect the amount of awards received for that term. Please read this screen carefully before proceeding. You must choose "continue" for registration changes to occur. If you choose cancel, your add or drop will not be processed.

How do I print my schedule?
- Under TigerWeb Self-Service, "Click Here to Enter."
- Click "Student"
- Click "Registration"
- Click "Student Detailed Schedule"
- Select the appropriate term.

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- Click "Print"

How do I make a payment?
- Under TigerWeb Self-Service, "Click Here to Enter."
- Click "Student"
- Click "Student Accounts"
- Click to Confirm I Will Attend
- Select the appropriate term

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- Click to Confirm I Will Attend
- Click "Yes I Will Attend." You will be directed to a secure payment site. You must click continue to proceed.
- Click on "Pay" then select payment method and click "Go"
- Enter your valid payment information and select "Continue"
- Once payment has been submitted you will receive a payment reference number.

How do I check the status of my financial aid?
- From the TigerWeb homepage, click "Financial Aid Status"
- Select the appropriate aid year and click "Submit"
- Click "Student Requirements" to view messages about documents needed to complete your file.
- Click "Academic Progress" to view your financial aid academic status
- Click "Holds" to view messages regarding financial aid holds on your file.
- Click "Messages" to view communications from the financial aid office concerning your file.

How do I accept my awards?
- From the TigerWeb homepage, click "Financial Aid Status"
- Select the appropriate aid year and click "Submit"
- Click "Awarded" to view your award package for the selected aid year.
- Select the "Awards Overview" tab to view your expected award amounts for the aid year (these amounts are based on full-time enrollment. Registering for less than full time will reduce the amount you will receive).
- Click the "Terms and Conditions" tab. You must read and accept the terms and conditions of your awards before they can be applied to your student account for payment.
- Click the "Accept Award Offer" tab and accept or decline awards per the instructions under the General Information Tab.
- When accepting a loan, you may need to complete the master promissory note and entrance counseling at studentloans.gov.