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# Green to Gold (Army ROTC)

## Enrollment Process

1. Apply to [Columbus State University](#).
2. Order official transcripts from each school you have attended (include your JST, CLEPs, DSST, DLPT, or DLI) and [submit them electronically](#).
3. Submit the [Military Fee Waiver form](#) with your Orders to [data\\_entry@columbusstate.edu](mailto:data_entry@columbusstate.edu).
4. Check your MyCSU and CSU email regularly for admissions and transfer credit information. If you do not receive your admission decision within 3 weeks of your file being complete, contact [Catrina Smith-Edmond](#).
5. Request your JST (link JST to [jst.doded.mil/jst/login](http://jst.doded.mil/jst/login)) to be sent to CSU and complete the JST Credit Evaluation Form that is found through [MyCSU](#).
6. Work on your Academic Summary (104-R-1 for Phase 1) and Academic Planner (104-R for Phase 2) using these resources:
  - a. This [example fillable PDF form](#) available for download;
  - b. DegreeWorks (in MyCSU). If you need assistance with your DegreeWorks, contact [Angela Howard](#).
7. Email your drafts 104-R-1 and 104-R in fillable PDF format to [Angela Howard](#) for review, recommendations, and updates. Allow up to 2 weeks for this review.
8. Email [Melissa Young](#) your completed drafts of 104-R-1 and 104-R in fillable PDF format. Schedule an appointment with her at least 7 business days after you send your drafts.
  - Meet with Mrs. Young or her designee to obtain a copy of 104-R-1 and 104-R signed by the department chair or academic advisor.
9. Sign pages 2 and 3 and return the 104-R to Angela Howard for the Professor of Military Science's signature.
10. Contact Military-Connected Student Services if you plan to use Military Education Benefits to cover tuition and fees.
  - [VA Benefits \(via email\)](#)
  - [Tuition Assistance \(via email\)](#)

Please allow 4–6 weeks from university acceptance to 104-R completion.

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## Contact Information

### ROTC Recruiting Officer:

Mr. Patrick "Scott" Jones

Phone: 706-507-8031

Email: [jones\\_patrick@columbusstate.edu](mailto:jones_patrick@columbusstate.edu)

### ROTC Academic Support Assistant:

Mrs. Angie Howard

Phone: 706-565-1461

Email: [howard\\_angela1@columbusstate.edu](mailto:howard_angela1@columbusstate.edu)

### Military-Connected Student Services:

Phone: 706-507-8875

Email: [military@columbusstate.edu](mailto:military@columbusstate.edu)