

GREEN TO GOLD Enrollment Process

ROTC Academic Support: Mrs. Angie Howard – 706.565.1461
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Military and Adult Learners: 706.507.8805 – *military@ColumbusState.edu*

STEP 1 - APPLY TO COLUMBUS STATE UNIVERSITY

- Complete an application: <https://admissions.ColumbusState.edu>
- Order **official** transcripts from all colleges and universities you have attended (include your JST, CLEPs, DSST, DLPT, DLI, etc.)
 - Send transcripts electronically to: *data_entry@ColumbusState.edu*
- Monitor your email and your mailbox daily for your acceptance letter containing your 909 number. Continue to Step 2.

Note: If you do not receive an admissions decision within 2 weeks of sending transcripts, contact Viola Alexander: *alexander_viola@ColumbusState.edu*.

STEP 2 - TRANSCRIPT AND CREDIT EVALUATION

- Complete and submit the online Military Transfer Credit Agreement Form:
<https://bit.ly/MilitaryTransferCredit>
- **Note:** If you do not receive your transfer credit evaluation within 2 weeks of your submission, email Sunae Euell in Registrar's Office: *euell_sunae@ColumbusState.edu*
- Prepare your Academic Summary (104-R-1) and Academic Planner (104-R) in a **fillable** PDF format using the following resources:
 - <https://rotc.ColumbusState.edu/green-to-gold.php>
 - DegreeWorks in your MyCSU account
- Submit your completed draft 104-R-1 and 104-R forms to Mrs. Howard for review (see above). Wait for approval prior to moving to Step 3.

STEP 3 – ADVISING

- Submit your approved 104-R-1 and 104-R forms to Melissa Young. Wait at least 1 week, then contact Ms. Young to schedule an advising appointment:
young_melissa@ColumbusState.edu.
- Sign pages 2 and 3 of the 104-R (wet signature or electronic CAC signature) after your advising appointment and submit form via email to Mrs. Howard for PMS signature.

