Enrollment Review Team
FAQ - Frequently Asked Questions

- **I have a prior felony conviction. Does that prevent me from attending Columbus State?**
  - No, but CSCC requires all new applicants and current or returning students to report prior felony convictions. Depending on the nature of the offense, you may be required to participate in an interview to discuss your history and your academic plans. CSCC wants to support you in being academically and personally successful as a college student.

- **What information do I need to report?**
  - After your application is received, you will get an email from the College including instructions for completing your background check. You need to follow all the instructions in the letter and submit all required information. If you do not receive an email or you are a current or returning student, you may pick up an information packet from the Office of Student Conduct in Eibling 201.

- **How do I report my criminal history?**
  - You are required to complete a background check through www.verifystudents.com. The cost of the check is $30, paid directly to the vendor. The College does not receive any financial benefit from this process. Once your background check is completed, the College will receive electronic notification and we will follow up with you by email and/or mail.

- **How long does the process take once I submit all the required information?**
  - Information is processed on a first-come, first-served basis. You should expect to receive an email and/or letter within 7-10 business days. If an interview is required, your letter will indicate the date and time. Interviews are held bi-monthly on Wednesday afternoons and you will be placed in the first available appointment time. If you need to reschedule your interview date, contact the Office of Student Conduct at 614-287-2815.

- **When should I submit my information if I want to enroll in the next semester?**
  - We will need your information at least 4 weeks before the start of the next semester in order to ensure timely processing and registration.

- **Can I complete my FASFA and Compass placement tests prior to completing the ERT process and receiving notice of enrollment?**
  - You *can* complete your FASFA but you *cannot* take placement tests until your enrollment is finalized. This is why you should submit your paperwork as soon as possible.

- **Is the information I submit kept confidential?**
  - Yes, it is confidential and the information you submit is not shared with anyone outside the Office of Student Conduct.