



e-confirm is available beginning at 9:00 am on December 4th through noon on December 18 and again from 9:00 am on January 6th through 4:00 pm on January 14th.

BEFORE YOU CAN CONFIRM

1. Clear any holds prior to beginning the enrollment confirmation process in CN Connect.
2. Make any changes to class schedule.
3. Pay account balance or set up a payment plan at cn.edu/payplan. You can pay online by using C-N Connect, sending a check through the mail, or by calling 865-471-3209. You must have **e-consented** in order to pay online.
4. Log into C-N Connect and follow the e-confirm process.

UNABLE TO CONFIRM ONLINE? Then you must confirm in person.

When: Monday, January 13th **Where:** Ted Russell Hall, room 209 **Time:** 9:00 a.m. to 6:00 p.m.

During in-person confirmation students must sign a promissory note for pending financial aid and pay remaining account balance.

Students who confirm enrollment for the Spring 2020 semester after Tuesday, January 14th will be charged late enrollment and registration fees of \$25.00. Failure to confirm registration by 4:00 p.m. on Tuesday, January 14th may result in cancelation of aid and drop of class schedule.

REMINDERS:

Students on academic probation should contact The Student Success Center to complete an Academic Recovery Plan prior to completing registration confirmation.

Students with disciplinary issues or those who need to submit health records should contact the appropriate office(s).

First time student loan borrowers at Carson-Newman must complete the on-line entrance counseling and sign the master promissory note at www.studentloans.gov before registration confirmation.

Students who have a credit balance and want to use a book voucher to purchase books must sign and return the Authorization Form. Forms are available online at the following link:

<http://www.cn.edu/administration/student-accounts/books-other-allowable-fees>

Students who fail to report to class during the first week of the semester will be administratively dropped from course(s) not attended. Students taking on-line classes must submit an assignment for each course on E-360 or CANVAS by the deadline required by the instructor to be counted as attending. Any decrease in registered hours may impact student enrollment status and may result in the cancellation of financial aid.