

## Columbia Regional Airport (COU) Check-In Process

American Airlines offers daily non-stop air service between COU and Chicago or Dallas.

COU is a convenient travel option for the University's students, faculty, staff and visitors with such amenities as expedited check in and security screening, car rentals, expanded restaurant/concessions, free Wi-Fi access, and free convenient parking close to the terminal.

Previous air carriers at COU might have had more flexible check-in processes and this is catching some of our travelers off guard. Please share the following standard policy with those traveling on behalf of the University.

Please arrive at Columbia Regional Airport one (1) hour prior to your flight's scheduled departure for domestic destinations and one and one-half (1 ½) hours prior to your flights scheduled departure for international destinations.

**Important - Airline ticket counters close 30 minutes prior to departure times. Passengers which arrive 30 minutes or less prior to departure times listed on their tickets may be denied boarding by the airlines and TSA.**

Airline ticket counters open 4:00 a.m. to 3:00 p.m. and 7:00 p.m. to 10:00 p.m.  
Airport Terminal doors open at 4:00 a.m. - doors close at 11:00 p.m.

If a passenger is indeed locked out of check-in at the airport kiosk and told to see a ticketing agent, the recommended procedure is to work with your local American Airlines agent at the ticket counter rather than calling the general American Airlines reservations line.

Sometimes this means waiting for a counter agent to return because at 30 minutes prior to departure, the ticket counter is closed temporarily and all American Airlines staff are involved in the departure process at the gate behind security.

Also, please note that TSA staff does not accept late luggage through the security line *unless* it is of a carry-on size.

The keys to maintaining peace of mind on a travel day:

- **If possible, check in online prior to leaving for the airport.** Even if you unexpectedly arrive at the airport a bit behind schedule, you have already shown your intent to board the flight and this is documented electronically in the system. If you wait until you get to the airport, you risk running into situations along the way that will put you too close to that 30-minute cut-off time.
- Even though it's very easy to park at and transit the COU, please **allow extra time** for unforeseen situations that could subtract minutes from your planned arrival time. Plan to arrive **at least one hour prior to your flight** and that should set you up for a successful travel experience.

Watch for more information and features related to flying from COU at [www.FlyMidMo.com](http://www.FlyMidMo.com).