

ONLINE REGISTRATION INSTRUCTIONS

Before completing online registration, you should first have the list of the classes you were advised to take. You were provided a list of classes to take by an academic advisor following your COMPASS placement test or during your appointment if you are a transfer student.

STEP #1 USERNAME AND PASSWORD

If you have not set up your username and password (or forget your username and password), please do the following:

- Go to the CSCC Homepage: www.csc.edu
- Under the **Student Quick Links** drop down box, choose **Usernames/Passwords**
- Choose **Discover My Login Name & Password**
- Enter your SS# & last name and then **Search**
- Your **Username** (Login Name) will appear in the upper left corner and your **CougarID number** will be in the upper right corner
- You will then need to enter a **Password**, retype the **Password** and enter a **Secret Question**
- Then select **Update Password**
- Be sure to keep your **Username** (Login Name), **Password**, **CougarID number** and **Secret Question** in a secure location for future reference.

STEP #2 SELECTING YOUR COURSES

- Go to the CSCC Homepage: www.csc.edu
- Choose **Quarter Schedules**, then **Class Schedules** for the quarter which you wish to schedule
- Go to **Credit Courses**, then the **Subject Drop Down Box** and scroll down to the desired subject (i.e. ENGL=English)
- To the right of the **Subject Box**, enter the **course number** (ex. 101) and select **Go**
- Select the time and days you wish to attend class and **WRITE DOWN** the **5-digit synonym number** located to the right of the course section
- Example: ENGL-101-005-**01201** LE M 8:00-10:45 PM
- ENGL-101 is the course name. 005 is the section number of the course and **01201 is the synonym number**. You cannot register for a course that shows zero or negative seats available.
- Double check all of your synonym numbers and the days and times they are offered to make sure you do not have time conflicts for your classes

STEP #3 REGISTRATION

- Go to the CSCC Homepage: www.csc.edu and go to the **Student Quick Links** drop down box
- Choose **Register for Classes** or **CougarWeb**
- Click the **LOG IN** tab and enter your **User Name** and **Password** and click **SUBMIT**
- Click **CougarWeb for Students**, then **Schedule My Classes**, then **Express Registration**
- In the **Synonym** column, go to the first blank and enter your first **5-digit synonym number**. **Omit** the next three sections (Subject, Course Number and Section Number). Next select the **Term** (ex. Autumn Quarter). When you have entered all of your synonym numbers and Terms, click **SUBMIT**
- Your requested schedule will appear on the screen. If the listed courses are correct, go to the drop down box under **action** and select **register**. Complete this step for each course you wish to schedule. Once you have selected **register** and your courses are correct, scroll down to the bottom and click **SUBMIT**
- You can scroll down to the bottom of the screen and print your schedule or go to Step #4 to make a copy of your schedule

STEP #4 MAKE A COPY OF YOUR SCHEDULE

- Go to the CSCC Homepage: www.csc.edu and go to the **Student Quick Links** drop down box
- Choose **CougarWeb** and click the **LOG IN** tab, enter your **User Name** and **Password** and **SUBMIT**
- Click **CougarWeb For Students** and select **My Schedule**. Then, select the correct term from the drop down menu and click **SUBMIT**. Click the printer icon at the top of the page to print your schedule.

TO ADD OR DROP A CLASS

- To add a class to your schedule, repeat steps #2 and #3. You may also drop classes while in the last screen. You may check your schedule to verify your changes by completing Step #4.
- To drop only while in the **CougarWeb Menu**, click **Add and Drop My Classes** and then click the box(es) for each class(es) you wish to drop, then **SUBMIT**. Check or verify your schedule by completing Step #4.