

ONLINE REGISTRATION INSTRUCTIONS

TO FIND YOUR USER ID, COUGAR ID OR PASSWORD

- Go to csc.edu
 - On the top right-hand side of the main page, click on **CougarWeb**.
 - In the middle of the page in the blue box is a tool bar with options: **What's My Cougar ID?, What's My Password?, What's My User ID?** Click on the appropriate link and follow the instructions.
 - **Your User ID is your login name.**
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TO REGISTER FOR YOUR CLASSES

1. Log into your CougarWeb account:
 - a. Go to csc.edu
 - b. On the right side of the main page, click on **CougarWeb**.
 - c. Click on **CougarWeb for Students**.
 - d. Click on **Log In**.
 - e. Enter User ID and password and click **SUBMIT**.
 2. Under the **REGISTRATION** heading, click on **SEARCH FOR MY CLASSES**.
 3. Choose the appropriate semester you would like to register for by clicking on one of the blue boxes.
 4. In the **SUBJECT** drop down box, click on the down arrow, scroll down and choose the subject you are registering for.
Examples) **DEV**=Developmental Education **ENGL**=English
 5. In the **COURSE NUMBER** field, enter the four digit course number that follows the subject and press **GO**.
Example) **DEV-0155** ← **COURSE NUMBER**
 6. Scroll down to view the class offerings.
 7. Once you have chosen the class you would like to register for, write down the **five digit synonym number** in the chart on the back of this paper.
Example) **DEV-0155-003-41328** ← **SYNONYM**
 8. Repeat steps 4-8 for the rest of your classes.
 9. Now go back to **CougarWeb for Students**, and under the **REGISTRATION** heading, click on **SCHEDULE MY CLASSES**.
 10. Click **EXPRESS REGISTRATION**.
 11. For each class chosen, enter **ONLY** your **five digit synonym number** in the left column and click **SUBMIT**.
 12. Under the **PREFERRED SECTIONS ACTION** tab, choose **REGISTER**. If you no longer want the class, you can **REMOVE FROM LIST**. Scroll to the bottom and submit.
 13. Check status of each class.
 14. To print a copy of your schedule, go back to the student menu page. Under **Academic Profile**, click **MY SCHEDULE**. Using the drop down arrow, choose the appropriate term and click **SUBMIT**. You may now view and print your schedule.
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**SOME THINGS TO REMEMBER WHEN VIEWING THE OFFERINGS:

- Look under the "Seats Avail" category to see how many seats are available in that section. There must be at least one available seat in the class in order for you to register.
- Look under the "Inst Meth" category to see if there is more than one component to the class. If you see LE and LB, for example, that means that there is a lecture component AND a lab component to that class. You are responsible for attending all components.
- Meeting times and dates in red denote flexible, short-term classes. This means that the class is not a full, semester-long class. Pay special attention to these dates.