ONLINE REGISTRATION INSTRUCTIONS

TO FIND YOUR USER ID, COUGAR ID OR PASSWORD

- Go to cscce.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.

TO REGISTER FOR YOUR CLASSES

1. Log into your CougarWeb account:
   a. Go to cscce.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 the 1st line Search and Register for Course Sections

3. On the 4th line click SEARCH for My Classes

4. Choose the appropriate semester you would like to register for by clicking on one of the blue boxes.

5. 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

6. In the COURSE NUMBER field, enter the four digit course number that follows the subject and press GO.
   Example) DEV-0155 ←—— COURSE NUMBER

7. Scroll down to view the class offerings.

8. Once you have chosen the class you would like to register for, write down the five digit synonym number.
   Example) DEV-0155-003-41328 ←—— SYNONYM

9. Repeat steps 4-8 for the rest of your classes.

10. Now go back to CougarWeb for Students, and under the REGISTRATION heading, click on the 1st line Search and Register for Course Sections

11. On the 5th line Click EXPRESS REGISTRATION.

12. For each class chosen, enter ONLY your five digit synonym number in the left column and click SUBMIT.

13. 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.

14. Check status of each class.

15. 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.

DROPPING A CLASS/CHANGING A CLASS

To drop a class, log into your CougarWeb account. Under the REGISTRATION HEADING click “Add and Drop My Classes”. Click in the box next to the class you would like to drop and click submit at the bottom. Confirm that you want to drop the selected class and select “OK”. Print out a copy of your schedule to make sure that class has been removed. To add a class follow the directions at the top of the page.