How to Access ALEKS Math Placement Assessment:
1. Log into CougarWeb. Under the heading, Placement Test, choose “Access ALEKS PPL (Placement, Preparation, and Learning)”.
2. Accept the agreement to the terms and click “Continue”.
3. Press “Continue” once your ALEKS account has been paired with your User Account.
4. Registration Complete, You are enrolled. Choose “Continue to your ALEKS class”.
5. Take Survey and then begin the assessment.

How to Register for a Parking Pass
1. Log into your CougarWeb account. Under the Financial Services heading, click “Parking”. (A new tab will open.)
2. On the right-hand side of the page highlighted in blue click “CougarWeb for Students”.
3. On the bottom menu, click “Log In”.

How to Find Your Username, Cougar ID, and Password:
(For Technical Support call 614-287-5050)
1. Visit password.cscc.edu
2. Click on “What is my Cougar ID?”
3. Click “Discover My Login Name” or “Discover My Cougar ID”. Enter your information and click “Discover.”
4. Follow the on-screen directions to create your password.

How to Register for Your Classes:
(For Registration Assistance call 614-287-5353)
1. Log into your CougarWeb account. Under the Registration heading, click “Search and Register for Course Sections”.
2. On the fourth line click “Search for My Classes”.
3. Another internet tab will open. Choose the appropriate semester by clicking on one of the blue boxes.
4. In the Subject drop down box, choose the subject of the course you wish to register. Example: ENGL=English.
5. In the Course Number field, enter the four digit course number that follows the subject and press “Go”.
   Ex. DEV-0155
6. Scroll down to view the class offerings. Be sure to pay attention to the location, the number of seats available, and the total time of the course.
7. Once you have chosen the section that fits best in your schedule, write down the five-digit synonym number.
   DEV(subject)-0155(course number)-003(section)-41328(synonym)
8. Repeat steps 5-8 for all the courses you wish to register.
9. Switch internet tabs back to CougarWeb for Students, and click the fifth link “Express Registration”.
10. For each course chosen, enter ONLY the five-digit synonym number and click “Submit”. You have just placed those courses in your academic shopping cart.
11. Under the Preferred Sections Acton drop down tab, choose “Register”. If you no longer wish to register for the course choose “Remove from List”. Click “Submit”. You have just registered for your courses! Congratulations!

How to View Your Schedule:
1. Log into CougarWeb. Under the Academic Profile heading, click “My Schedule.”
2. Using the drop down arrow, choose the appropriate term.

How to Get Your Student ID:
(Fees must be paid first)
1. First time students must bring a valid government ID (such as a Driver’s License) to the Lower Level of Student Central to receive Student ID.

How to Access Blackboard:
(Class assignments, announcements, and due dates, access given 3 days prior to the start of the semester)
1. Visit cscc.edu
2. Click on “Blackboard” in the upper right-hand corner.
3. Enter CSCC Username and Password. Click Login.
4. The menu at the top will provide navigation to specific tabs like My Courses, My Organizations, and My CSCC.

How to Enroll in the Extended Payment Plan:
(Deadlines are firm and a $15 non-refundable fee applies.)
1. Log into your CougarWeb account. Under the Financial Information heading, click “Extended Payment Plan Forms and Information”. (A new tab will open.)
2. Click “Enroll in Extended Payment Plan”, choose appropriate the term, and click “Submit”.
3. Choose plan, agree to terms, and select “Submit”.

How to Set Up Direct Deposit:
(For Registration Assistance call 614-287-5353)
1. Log into your CougarWeb account. Under the Financial Information heading, click “Bank Information”. (A new tab will open.)
2. Enter information, agree to terms, and select “Submit”.

How to View/Pay Your Bill:
(Fees are due in full 5 days prior to the start of the term)
2. Choose “Account Activity” to see the total bill amount.
3. Choose “Make A Payment”. Enter the amount you wish to pay in the “Amount to Pay” box. In the drop down box, select payment method. Click “Proceed to Payment”.
4. Click on “Pay Now”.

How to Access Your CSCC Email:
1. Visit www.cscc.edu
2. Click on “Email” in the upper right-hand corner.
3. Click on “New Email Office 365”.
4. Enter CSCC Email address (username@student.cscc.edu) and Password (same as CougarWeb).

How to Register for a Parking Pass
1. Log into your CougarWeb account. Under Additional Services heading, choose “Vehicle Registration Step 1”.
2. Choose state. Enter license plate number. Click “Submit”.
3. Choose make, enter model and year, choose color and sticker location, and check box if this is your current vehicle.
4. Choose state. Enter license plate number. Click “Submit”. Continue to your ALEKS class.

How to Set up Direct Deposit:
(Fees are firm. A $15 non-refundable fee applies.)
1. Log into your CougarWeb account. Under the Financial Information heading, click “Payment Deferral Option”.
2. Read the information and click “Add Deferral Charge”, choose appropriate the term, and click “Submit”.

How to Enroll in the Deferred Payment Options:
(Deadlines are firm. A $15 non-refundable fee applies.)
1. Log into your CougarWeb account. Under the Financial Information heading, click “Payment Deferral Option”.
2. Read the information and click “Add Deferral Charge”, choose appropriate the term, and click “Submit”.

How to View Your Schedule:
1. Log into CougarWeb. Under the Academic Profile heading, click “My Schedule.”
2. Using the drop down arrow, choose the appropriate term.

How to Get Your Student ID:
(Fees must be paid first)
1. First time students must bring a valid government ID (such as a Driver’s License) to the Lower Level of Student Central to receive Student ID.

How to Access Blackboard:
(Class assignments, announcements, and due dates, access given 3 days prior to the start of the semester)
1. Visit cscc.edu
2. Click on “Blackboard” in the upper right-hand corner.
3. Enter CSCC Username and Password. Click Login.
4. The menu at the top will provide navigation to specific tabs like My Courses, My Organizations, and My CSCC.

How to Enroll in the Extended Payment Plan:
(Deadlines are firm and a $15 non-refundable fee applies.)
1. Log into your CougarWeb account. Under the Financial Information heading, click “Extended Payment Plan Forms and Information”. (A new tab will open.)
2. Click “Enroll in Extended Payment Plan”, choose appropriate the term, and click “Submit”.
3. Choose plan, agree to terms, and select “Submit”.

How to Set Up Direct Deposit:
(For Registration Assistance call 614-287-5353)
1. Log into your CougarWeb account. Under the Financial Information heading, click “Bank Information”. (A new tab will open.)
2. Enter information, agree to terms, and select “Submit”.
How to Register for RAVE Text Messages and Alerts:
1. Visit https://www.getrave.com/login/csc
2. Enter your Cougar ID and Password.
3. Under the Mobile Phone Section on the left, click “add”.
4. Enter your 10 digit cell phone number. Click “continue”.
5. Double check the cell phone carrier information is correct, click “continue”, and leave window open.
6. You will receive a text message with a 4-digit confirmation code. You will enter that confirmation code into the online system and click “continue”.

How to Connect your Smartphone to CSCC Email:
For Androids:
1. Go to “Settings” then “Accounts” and finally choose “Email”.
2. Select “Settings” then “Add” and finally choose “Exchange”.
3. It will ask you for your email address and password.
4. Account type is “Exchange”.
5. Username: Full email address (username@student.cscc.edu) Password: Same as CougarWeb
6. Server address is m.outlook.com

For iPhones:
1. Go to “Settings” then choose “Mail, Contacts, Calendars” and finally “Add account”.
2. Select “Microsoft Exchange”.
3. Username: Full email address (username@student.cscc.edu) Password: Your password.
4. Server address is m.outlook.com

How to Find Required Books:
1. Log into your CougarWeb account. Under the Forms and Information heading, click “Buy Books”. The bookstore website will open in a new tab.
2. Choose “Books” on the left-hand side of the page.
3. Select the appropriate term, department (subject-ENGL), course number (1100), and section (001). Click “Submit”.
4. Add required books to your cart. Click “Select Another Course”. Repeat step 3 for each registered course.
5. Choose “Go to Cart” and “Check Out”. Follow the on screen directions throughout the checkout process.

How to Find Importatn Dates and Academic Calendar:
1. Visit www.cscc.edu
2. Click on “Quick Links” in the upper right hand corner.
3. Choose “Academic Calendar”.
4. On the left side of the page, click “Academic Calendar/Dates and Deadlines” for the current semester.

How to Change your Major:
Call the Telephone Information Center at (614) 287-5353 Submit Program of Study Update Form at Student Central, Madison Hall Upper Level

How to Find your DARS (Degree Audit Report):
2. Your active major will default as your “Active Program of Study”. This major will be listed under “Title”. An example of this would be “Associate of Arts Degree”. If this is the correct major audit (DARS) you wish to view, click “Submit a new audit”. If this is not the correct major audit (DARS), you will want to click “Run a ‘What if’ Audit”, use the drop down menu next to Program Name to select the major audit you wish to view. Click “Submit a new audit”.
3. After 5 seconds, click “Refresh List” on the top center of the page, or until the new audit (DARS) is listed.
4. Click “Open Audit” to view your DARS.
5. On the top-center of the page click “Open All Sections”.

How to Submit Official High School/College Transcripts:
1. Please submit official transcripts from ALL institutions attended, however an academic advisor can use unofficial transcripts, advising reports, or grade reports to help you get started with course recommendations.
2. Contact the institution(s) you attended. Submit a request to send an OFFICIAL copy to Columbus State Community College. This could be through your student portal (i.e. Carmen), an outside transcript company (i.e. Parchment Exchange), or a paper form through their Records office.
3. The official transcript should be sent to Columbus State Community College, ATTN: Office of the Registrar, P.O. Box 1609, 550 E. Spring St., Columbus OH 43216-1609. An official transcript evaluation can take upwards of 4 weeks to be processed by Records.
4. If you as a student receive an official transcript in the mail, you can bring the unopened copy to an academic advisor to submit officially or submit it officially in person to Student Central, Madison Hall Upper Level.

How to Submit a Health Record Programs:
1. Visit cscc.edu/services/health-records.shtml
2. Select the course or degree you will be completing.
3. Print form. Take to doctor’s office to be filled out.
4. Submit form to the Health Records office located in Union Hall, Room 132. Please allow 5 -10 business days to process the health record before registering for the course.

How to Find Tutoring, Peer Tutoring and NetTutor:
1. Visit cscc.edu/tutoring
2. Choose “Search for Tutoring by course”.
3. Choose the specific course for which you are registered.
4. The tutoring options for that course will now be visible. If the option is available on a walk in basis, “No Appointment Needed, Just Get There!” will be listed.

How to View your DARS (Degree Audit Report):
1. Log in to CougarWeb. Under the Registration heading, click “Add and Drop My Courses”.
2. Click in the box next to the class you would like to drop and click “Submit”.
3. Confirm to drop the selected class and click “Ok”.
4. Print off updated schedule to verify the change.

How to Change your Major:
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How to Find Important Dates and Academic Calendar:
1. Visit www.cscc.edu
2. Click on “Quick Links” in the upper right hand corner.
3. Choose “Academic Calendar”.
4. On the left side of the page, click “Academic Calendar/Dates and Deadlines” for the current semester.

How to Drop a Course:
1. Log in to your CougarWeb account. Under the Registration heading, click “Add and Drop My Courses”.
2. Click in the box next to the class you would like to drop and click “Submit”.
3. Confirm to drop the selected class and click “Ok”.
4. Print off updated schedule to verify the change.

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2. Your active major will default as your “Active Program of Study”. This major will be listed under “Title”. An example of this would be “Associate of Arts Degree”. If this is the correct major audit (DARS) you wish to view, click “Submit a new audit”. If this is not the correct major audit (DARS), you will want to click “Run a ‘What if’ Audit”, use the drop down menu next to Program Name to select the major audit you wish to view. Click “Submit a new audit”.
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4. Server address is m.outlook.com

How to Submit Official High School/College Transcripts:
1. Please submit official transcripts from ALL institutions attended, however an academic advisor can use unofficial transcripts, advising reports, or grade reports to help you get started with course recommendations.
2. Contact the institution(s) you attended. Submit a request to send an OFFICIAL copy to Columbus State Community College. This could be through your student portal (i.e. Carmen), an outside transcript company (i.e. Parchment Exchange), or a paper form through their Records office.
3. The official transcript should be sent to Columbus State Community College, ATTN: Office of the Registrar, P.O. Box 1609, 550 E. Spring St., Columbus OH 43216-1609. An official transcript evaluation can take upwards of 4 weeks to be processed by Records.
4. If you as a student receive an official transcript in the mail, you can bring the unopened copy to an academic advisor to submit officially or submit it officially in person to Student Central, Madison Hall Upper Level.

How to Submit a Health Record Programs:
1. Visit cscc.edu/services/health-records.shtml
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