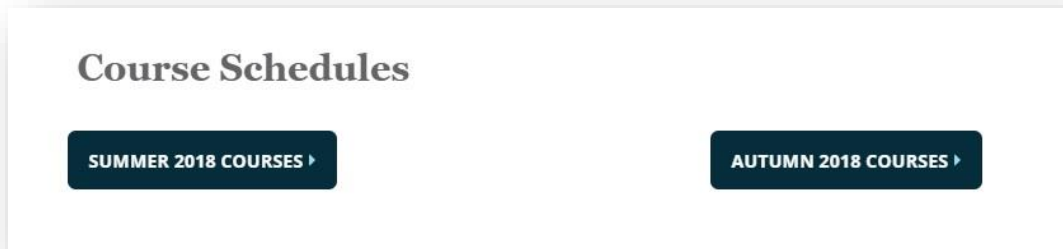


How to Search for Class Offerings

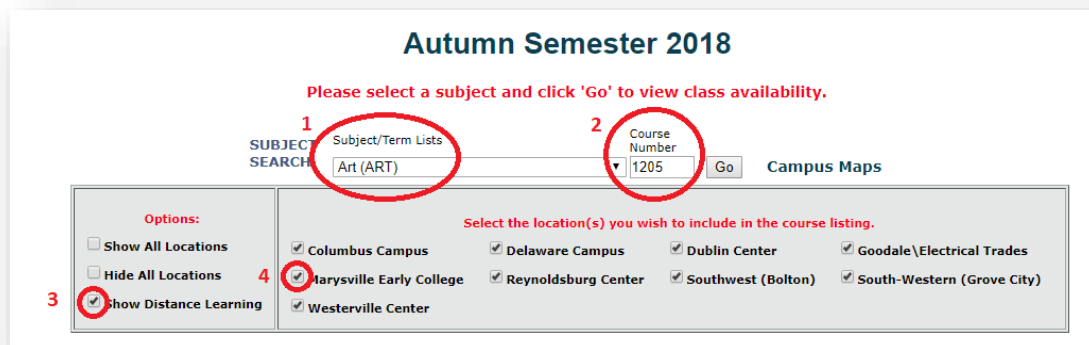
1. Go to the Columbus State Website: www.csc.edu
2. On the top of page click the link titled **"ACADEMICS"**



3. On the drop down menu select the link titled **"Course Schedule and Descriptions"**
4. Click the link for the semester for which you are planning to take classes.
(Ex: Below you have the option to view Summer or Autumn course listings).



5. The search menu for the semester you have chosen will appear. Use the drop down menu (1) to select the course subject. You can also enter in the course number (2) if you have it available, otherwise you will simply see all of the courses offered under that subject. Be sure to note if you want to include distance classes by checking the box under "options" (3). Lastly, by default the search bar will include all regional campus locations. Be sure you only have check boxes marked for the locations where you want to take classes (4).



How to Search for Class Offerings

6. After you have entered all of the information click the "Go" button on the search bar.
7. There should now be a list of all of the course offerings with days offered, meeting times, start/end dates, credit hours, locations, seats and faculty listed.

**Note that if there are 0 seats available then this particular section is closed as it is full.*

Art (ART)											
Course Name, Section, and Synonym Number	Course Title	Inst Meth	Days Offered	Meeting Time	Start Date	End Date	Cred Hours	Bldg Room	Location	Seats Avail	Faculty
ART-1205-001-18363	Beginning Drawing	ST	MWF	9:00-10:50 AM	8/27-12/15		3.00000		Columbus	3	J Beckman
ART-1205-002-18364	Beginning Drawing	ST	MWF	11:00-12:50 PM	8/27-12/15		3.00000		Columbus	1	J Beckman
ART-1205-003-18365	Beginning Drawing	ST	MW	2:00-4:50 PM	8/27-12/15		3.00000		Columbus	0	C Harris
ART-1205-004-18366	Beginning Drawing	ST	TTh	9:00-11:50 AM	8/27-12/15		3.00000		Columbus	0	G Tangi
ART-1205-005-18367	Beginning Drawing	ST	TTh	12:00-2:50 PM	8/27-12/15		3.00000		Columbus	0	G Tangi
ART-1205-006-18368	Beginning Drawing	ST	S	9:00-2:50 PM	8/27-12/15		3.00000		Columbus	0	L Weiser
ART-1205-007-18369	Beginning Drawing	ST	TTh	3:00-5:50 PM	8/27-12/15		3.00000		Columbus	0	S Leeman
ART-1205-008-18370	Beginning Drawing	ST	TTh	6:00-8:50 PM	8/27-12/15		3.00000		Columbus	10	S Leeman

8. Find the course that works best for you and take note of the Course Name, Section and Synonym number. This information will be necessary for registering.
 - a. For Example: below we have chosen the Art 1205 course being offered on Mondays and Wednesdays from 2:00-4:50pm. We would want to write down the last five digit synonym (18365) so we can register for it.

Art (ART)					
Course Name, Section, and Synonym Number	Course Title	Inst Meth	Days Offered	Meeting Time	
ART-1205-001-18363	Beginning Drawing	ST	MWF	9:00-10:50 AM	
ART-1205-002-18364	Beginning Drawing	ST	MWF	11:00-12:50 PM	
<u>ART-1205-003-18365</u>	Beginning Drawing	ST	MW	2:00-4:50 PM	
ART-1205-004-18366	Beginning Drawing	ST	TTh	9:00-11:50 AM	
ART-1205-005-18367	Beginning Drawing	ST	TTh	12:00-2:50 PM	
ART-1205-006-18368	Beginning Drawing	ST	S	9:00-2:50 PM	
ART-1205-007-18369	Beginning Drawing	ST	TTh	3:00-5:50 PM	
ART-1205-008-18370	Beginning Drawing	ST	TTh	6:00-8:50 PM	

Synonym Number
 Section Number
 Course Name

COURSE REGISTRATION FORM

Summer 20____ Autumn 20____ Spring 20____

Student Full Name (Print) _____ Cougar ID# _____

School Name: _____ School Counselor Name: _____

Students must submit separate forms for each semester in which they intend to enroll in courses AND a new form for each schedule change

Please send completed forms to your CCP Advisor. If advisor is unknown, send completed forms to ccpadvising@csc.edu

Student's Maximum Credit Hours (To be completed by Public High School Representative only):

- Place the number of high school based credits a student is taking during the academic year on line (a).
- Multiply the number on line (a) by 3 to complete line (b).
- Subtract line (b) from 30, giving students the total number of semester hours available (c) for which they will receive funding for this academic year (Summer/Autumn/Spring).

(a) _____ X3 = (b) _____, then 30 - (b) _____ = (c) _____

If maximum credit hours are not listed, registration will not be completed **Homeschool/Nonpublic students:** submit ODE award letter and include amount here: _____

Class Name (i.e. ENGL xxxx)	Section # (3 digits)	Synonym # (5 digits)	Cred Hrs.	Course Title (i.e. Composition I)	Section days/times

Forms cannot be processed without section or synonym information

Student's Name (Print) _____ Signature _____ Date _____

Parent's/Guardian's Name (Print) _____ Signature _____ Date _____

High/Middle School Representative's Name (Print) _____ Signature _____ Date _____

Entered By	Date	REGISTRATION--OFFICE USE ONLY	Supporting Documents
			Registration Consent
			SSID #
			Max Hours

College Credit Plus Consent form

Effective Summer 2020, Autumn 2020, and Spring 2021

This form must be completed, signed, and returned to ccpadvising@csc.edu prior to course registration. Note: Incomplete forms will not be processed

Name (First, Middle, Last) _____

Cougar ID number _____ Date of Birth _____

High School _____ Anticipated HS graduation year _____

I understand that:

1. Students are enrolling in college level courses. These courses become part of the student's permanent academic record, including both the high school and college transcripts and GPAs. Courses taken for high school graduation credit may impact a student's ability to graduate high school.
2. Students who fail and/or withdraw from course(s) after the 14th day of the semester may be billed by their school district for all tuition and fees associated with those courses. A student may withdraw from a class prior to the college's withdrawal date and receive a "W" on the college transcript, which will not affect the college GPA. Students who wish to drop a college class should consult with their school counselor and Columbus State Community College academic advisor before doing so.
3. Students may not register for more hours than indicated by the school counselor/principal, in alignment with State regulations. If a student registers for more hours than allotted, they will be considered self-pay and will be billed by Columbus State Community College for all tuition and fees associated with those courses. Unpaid balances may be referred to the Attorney General's office for collection.
4. Male students who turn 18 after completing an admissions application are required to provide the Selective Service number within 30 days of his 18th birthday to the Records and Registration Department. If he does not submit his Selective Service number, the student will be billed a surcharge equivalent to the nonresident tuition rates. This surcharge will be billed until the Selective Service number is provided.
5. Parents should never contact instructors regarding student progress, attendance, assignments, etc. All communication regarding the student must be handled through the College Credit Plus Office and/or the school counselor in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Parents are not permitted to attend courses with students unless the parent is registered for the course as a paying student.
7. If the student is taking course(s) on a CSCC campus or Regional Learning Center, the student may be in class with adults who come from a variety of backgrounds, ages, and criminal histories. Students may be required to interact with classmates on group work/projects inside and outside the classroom.
8. Course subject matter may include mature themes and materials and will not be modified based upon College Credit Plus student participation.
9. If the student has a documented disability, it is the student's responsibility to request necessary accommodations through the college's Office of Disability Services.
10. Completion of this consent form does not guarantee admission to a specific program or course. To add courses, students must meet course placement and/or prerequisites and submit a registration form.

Student signature: _____ Date _____

Parent signature: _____ Date _____