The Helpful Guide to Being a CSCC Cougar

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

How to Login to CougarWeb:
(For Technical Support call 614-287-5050)
1. Visit cscc.edu. Click “CougarWeb” at the top right.
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 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 Access Your CSCC Email:
1. Visit www.cscc.edu
2. Click on “Email” in the upper right-hand corner.
3. Click on “Email Office 365”
4. Enter CSCC Email address (username@student.cscc.edu)
5. Log into your CougarWeb account. Under the Academic Profile Information heading, click “Log into CougarWeb.”

How to Register for Your Classes:
(For Registration Assistance call 614-287-5353)
1. Log into your CougarWeb account. Under the Registration heading, click “Add Classes”
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.”
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.
8. Repeat steps 5-8 for all the courses you wish to register.
9. Switch internet tabs back to CougarWeb for Students, and 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 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 Madison Hall to receive Student ID.

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 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 your 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 the appropriate term, and click “Submit.”
3. Choose plan, agree to terms, and select “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 the appropriate term, and click “Submit.”

How to View/Pay Your Bill:
(Fees are due in full 5 days prior to the start of the term)
2. Your balance will then show.
3. Hover over “Student Finance” and click “Make a Payment.” Check the box to the left of your balance. You may edit the amount you wish to pay. Above the Balance select payment method and proceed to payment.

How to Pay/View Your Financial Aid Award Status:
(Financial Aid to disperse 10 days before start of term)
2. Hover over Financial Aid at the top and click on “My Awards” (make sure the award year is correct).

How to Find Your Username, Cougar ID, and Password:
(Fees are due in full 5 days prior to the start of the term)
1. Log into CougarWeb. Under the Financial Information heading, click “Payment Deferral Option.”
2. Read the information and click “Add Deferral Charge,” choose the appropriate term, and click “Submit.”

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 Madison Hall 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 your 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 the appropriate term, and click “Submit.”
3. Choose plan, agree to terms, and select “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 the appropriate term, and click “Submit.”

How to View/Pay Your Bill:
(Fees are due in full 5 days prior to the start of the term)
2. Your balance will then show.
3. Hover over “Student Finance” and click “Make a Payment.” Check the box to the left of your balance. You may edit the amount you wish to pay. Above the Balance select payment method and proceed to payment.

How to Pay/View Your Financial Aid Award Status:
(Financial Aid to disperse 10 days before start of term)
2. Hover over Financial Aid at the top and click on “My Awards” (make sure the award year is correct).

How to Find Your Username, Cougar ID, and Password:
(Fees are due in full 5 days prior to the start of the term)
2. Your balance will then show.
3. Hover over “Student Finance” and click “Make a Payment.” Check the box to the left of your balance. You may edit the amount you wish to pay. Above the Balance select payment method and proceed to payment.

How to Pay/View Your Financial Aid Award Status:
(Financial Aid to disperse 10 days before start of term)
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 “Textbooks and Course Materials” at the top. Select the appropriate term, department (subject-ENGL), course number (1100), and section (001). Click “Add/Update Items in Cart.”
3. Add required books to your cart. Click “Select Another Course.” Repeat step 3 for each registered course.
4. Choose “Go to Cart” and “Check Out.” Follow the on-screen directions throughout the checkout process.

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. Under Academic Calendar, click “Semester Calendar/Dates and Deadlines” for the current semester.

How to Drop a Course:
1. Log into 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.

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 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, 550 E. Spring St., Columbus OH 43215. 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 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. Under Academic Calendar, click “Semester Calendar/Dates and Deadlines” for the current semester.

How to Drop a Course:
1. Log into 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.

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 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, 550 E. Spring St., Columbus OH 43215. 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.