Student Self-Service Guide

For New and Returning Students

Columbus State Community College
Non-Credit Registration Office 614-287-5858 Email: cewdreg@cscc.edu
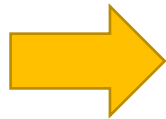
Contents

NEW STUDENTS

Step 1: Open a web browser and navigate to **https://selfservice.cscc.edu/Student/InstantEnrollment**

Step 2: In the **Search for Sections** window, enter one of the following in the **Course Code Number** field: BESL (for Basic English), **WIIT** (for Information Technology Certificates), or **ATCP** for Accelerated Training Centers. Click **Search**.

Search for Sections

Catalog Advanced Search

Meeting Start Date or After

07/19/2022

Meeting End Date

MM/DD/YYYY

Course Code Number

BESL

Days Of Week

☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

☐ Thursday   ☐ Friday   ☐ Saturday

Time Of Day

Select Time Of Day

Location

Select Location

Clear   Search

Step 3: Next, locate the class you want to take, click: **Select**

WIIT-7460-03OP (68769)
Eb Networking Intensive Cyber

Select

Seats ⓘ	Times	Locations	Instructors
25 / 25 / 0	T/Th 6:00 PM - 8:30 PM 8/30/2022 - 10/27/2022	Columbus Campus, Center for Workforce Devlp. 304 Lecture	Adams, J, Flom, E, Friend, M, Merante, L, Flom, D, Farkas, J

Section Details

Step 4: In **Section Details,** click: **Add Section to Schedule Builder**

WIIT-7460-03OP Eb Networking Intensive Cyber (68769)
Autumn Non-Credit 2022

Additional Information	Cost is $1,780. Payment due at time of registration.
Instructors	Adams, J (jadams100@cscc.edu) Flom, E (eflom1@cscc.edu , 614-287-2480) Friend, M (mfriend1@cscc.edu) Merante, L (lmerante@cscc.edu , 614-287-2432) Flom, D (dflom@cscc.edu) Farkas, J (jfarkas@cscc.edu , 614-287-5244)
Meeting Information	T, Th 6:00 PM - 8:30 PM 8/30/2022 - 10/27/2022 Columbus Campus, Center for Workforce Devlp. 304 (Lecture)
Dates	8/30/2022 - 10/27/2022
Seats Available ⓘ	25 / 25 / 0
Credits	0
Grading	Graded, Audit
Requisites	None

Close   Add Section to Schedule Builder

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Step 5: Complete **Person Details/Ethnicity & Race sections.** Fields with an asterisk (*) will need to be completed.

Personal Details

Suffix

Please Select ⌄

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Birth Date *

MM/DD/YYYY 📅

Gender

Please Select ⌄

SSN

Confirm SSN

Country (Do not change) *

USA ⌄

Ethnicity & Race

Ethnicity

Please Select ⌄

Race

Please Select ⌄

NOTES:

1. Enter birthdate in format Month/Day/Year. **Example**: March 15, 1997 would be, 03/15/1997
2. Keep **USA** in this field.

Step 6: Complete Current Address and Contact Details section.

Current Address

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

City *

City

State/Province *

Please Select ⌄

Zip Code *

Zip Code

County

Please Select ⌄

Contact Details

Phone Number *

Phone Number

Extension

Extension

Phone Type

Please Select ⌄

(Add New)

Email Address *

Email Address

☐ I certify that I am the person described above, and that the information presented is correct to the best of my knowledge.

(Cancel) (Reset) (Submit)

Note: Read the statement at the bottom of the page that states, "I certify I am the person described above and the information presented is correct to the best of my knowledge." **Check the box** next to the statement. Click: **Submit**

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Step 7: Complete Additional Details (Optional) on the next page and click **Submit**.

Additional Details

Education Goal

[Please Select ▼]

Class	Reason for Taking	How You Learned About this Class
WIIT-7000-01OP Data Analytics Reg Block 1 (68491)	Please Select ▼	Please Select ▼
WIIT-7020-03OP Cybersecurity Reg Block 1 (70005)	Please Select ▼	Please Select ▼
WIIT-7460-03OP Network Intensive Cyber (68769)	Please Select ▼	Please Select ▼

[Cancel] [Reset] [**Submit**]

Step 8: If payment is due at the time of registration, select from the drop-down **Payment Methods** to choose the type of credit card you will use. Click the **Proceed to Payment** button.

Courses Summary

BESL-0150-A02 Vocabulary (51613)	$100.00
Total	$100.00

Payment Details

Click Proceed to Payment to pay the section's cost

Payment Methods *

[Visa ▼]

[Cancel] [**Proceed to Payment**]

If payment is not due at the time of registration, click the **Register** button.

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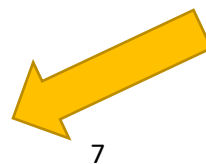
Step 9: Select: **Pay Now**

Payment Information		
Item		Amount
BESL-0150-A02 Vocabulary (51613)		$100.00
Total Cost		$100.00

Payment Method: Visa

Pay Now

Step 10: On the payment screen, make sure that all information is complete and correct. Click the button: **Pay Now**.

› **Pay with credit or debit card**

Card Number	4000123456789123
Expiration Date	mm 12 / yy 20
CSC What is this ?	123
Billing Address	
First name (optional)	First Name
Last name (optional)	Last Name
Billing address (optional)	Your address
	If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.
City (optional)	Columubus
State (optional)	Ohio
ZIP (optional)	43215
Phone Number (optional)	
Email Address	your-email@email.com

Pay Now

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Step 11: Note the following information in your Class/Payment Acknowledgement:

- Your **Cougar ID Number** (student ID number) from the second paragraph.
- The website https://password.cscc.edu where you can discover and activate your username and password.

Class/Payment Acknowledgement

Joe,

Thank you for registering for a continuing education class at

Columbus State Community College. Your CougarID (student ID number) is 1415069. You will need this number for all of your future transactions with the College. **Please visit https://password.cscc.edu to discover your username and password. All communication moving forward will be through** your CSCC email account. You will be able to set that up 24 hours after receiving this email by going to **https://outlook.com/student.cscc.edu** . If you have any questions, please contact the CSCC Non-Credit Registration Office at 614-287-5858 or cewdreg@cscc.edu.

ⓘ Please visit https://password.cscc.edu to discover your username and password.

REGISTRATION FOR RETURNING STUDENTS

Step 1: Open a web browser and navigate to **https://selfservice.cscc.edu/student.** Log in with your username and password.
For password assistance visit https://password.cscc.edu

Step 2: Click the **Academics** Button (Graduation Hat Icon on left side)

And with the **Academics** menu open, select: **Instant Enrollment**

Step 3: In the **Search for Sections** window, enter one of the following in the **Course Code Number** field: **BESL** (for Basic English), **WIIT** (for Information Technology Certificates), or **ATCP** for Accelerated Training Centers. Click **Search**.

Note: Your course code may be different than the example here.

Search for Sections

Catalog Advanced Search

Meeting Start Date or After   Meeting End Date

06/20/2022   MM/DD/YYYY

Course Code Number

WIIT

Days Of Week

☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday

☐ Thursday   ☐ Friday   ☐ Saturday

Time Of Day

Select Time Of Day

Location

Select Location

Clear   Search

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Step 4: Next, locate the class you want to take, click: Select

WIIT-7460-03OP (68769)
Eb Networking Intensive Cyber

(Select)

Seats ⓘ	Times	Locations	Instructors
25 / 25 / 0	T/Th 6:00 PM - 8:30 PM 8/30/2022 - 10/27/2022	Columbus Campus, Center for Workforce Devlp. 304 Lecture	Adams, J, Flom, E, Friend, M, Merante, L, Flom, D, Farkas, J

Step 5: In Section Details, click: Add Section to Schedule Builder and click Next

Section Details

WIIT-7460-03OP Eb Networking Intensive Cyber (68769)
Autumn Non-Credit 2022

Additional Information	Cost is $1,780. Payment due at time of registration.
Instructors	Adams, J (jadams100@cscc.edu) Flom, E (eflom1@cscc.edu , 614-287-2480) Friend, M (mfriend1@cscc.edu) Merante, L (lmerante@cscc.edu , 614-287-2432) Flom, D (dflom@cscc.edu) Farkas, J (jfarkas@cscc.edu , 614-287-5244)
Meeting Information	T, Th 6:00 PM - 8:30 PM 8/30/2022 - 10/27/2022 Columbus Campus, Center for Workforce Devlp. 304 (Lecture)
Dates	8/30/2022 - 10/27/2022
Seats Available ⓘ	25 / 25 / 0
Credits	0
Grading	Graded, Audit
Requisites	None

Close   **Add Section to Schedule Builder**

Step 6: Complete Additional Details Information (Optional) and click **Submit**

Register and Pay for Continuing Education Classes

< Return to Instant Enrollment Course Catalog

Additional Details

Education Goal

Please Select ⌄

Class
WIIT-7000-01OP Data Analytics Reg Block 1 (68491)

Reason for Taking

Please Select ⌄

How You Learned About this Class

Please Select ⌄

Cancel   Reset   **Submit**

Step 7: If payment is due at the time of registration, select the Payment Method from the drop down to choose which type of credit card you will use. Click the button: Proceed to Payment.

Courses Summary

BESL-0150-A02 Vocabulary (51613)	$100.00
Total	$100.00

Payment Details

Click Proceed to Payment to pay the section's cost

Payment Methods *

Visa

Cancel   Proceed to Payment

Step 8: Select: **Pay Now**

Payment Information	
Item	**Amount**
BESL-0150-A02 Vocabulary (51613)	$100.00
Total Cost	$100.00

Payment Method: Visa

Pay Now

Step 9: On the payment screen, make sure that all information is complete and correct. Click the button: **Pay Now**.

> **Pay with credit or debit card**

Card Number	4000123456789123

Expiration Date: mm `12` / yy `20`

CSC
What is this ? `123`

Billing Address

First name (optional)	First Name
Last name (optional)	Last Name
Billing address (optional)	Your address

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City (optional)	Columubus
State (optional)	Ohio
ZIP (optional)	43215
Phone Number (optional)	
Email Address	your-email@email.com

Pay Now

Step 10: Note the following information in your Class/Payment Acknowledgement:

- Your **Cougar ID Number** (student ID number) from the second paragraph.
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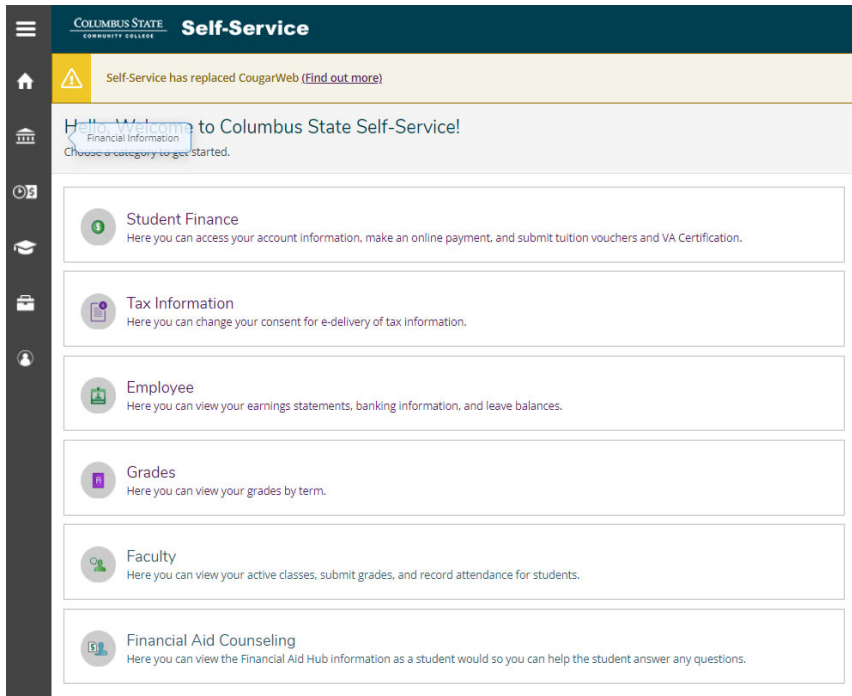ⓘ **Please visit https://password.cscc.edu to discover your username and password.**
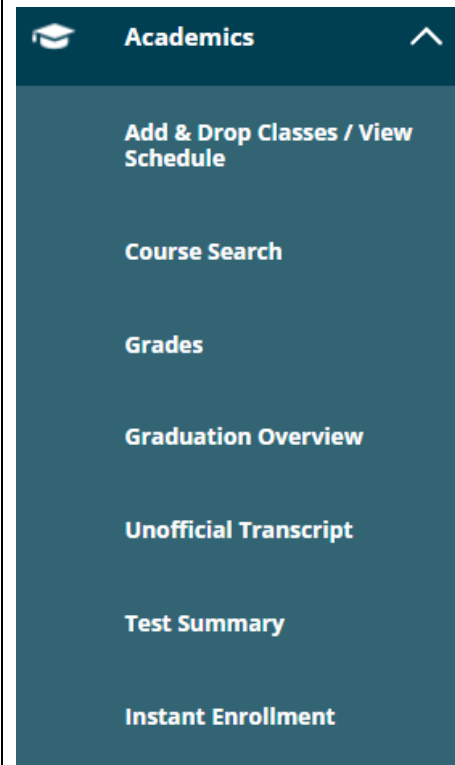
Viewing/Printing Your Schedule

Once logged in to Self-Service, click on the **Academics** icon (graduation hat).	With the **Academics** menu open, select: **Add & Drop Classes/ View Schedule.**

On this next screen, you will find the options to view **Meeting Information** and **Print** your schedule.

🔽 Filter Sections   📅 Save to iCal   🖨 Print

WIIT-7430-03NI: Cybersecurity SSCP

✓ **Registered**

Credits: 0 Credits
Grading: Graded
Instructor: Flom, D
Instructor: Adams, J
Instructor: Friend, M
Instructor: Flom, E
Instructor: Merante, L
Instructor: Farkas, J
Instructor: Reed, B
7/12/2022 to 9/27/2022

⌃ Meeting Information

Time: T 5:00 PM - 7:30 PM
Dates: 7/14/2022 - 9/27/2022
Location: Columbus Campus TBD (Lecture)

	Sun
4am	
5am	
6am	
7am	
8am	
9am	
10am	

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Viewing/Downloading Grades from Self Service

Step 1: Open a web browser and navigate to **https://selfservice.cscc.edu/student.** Log in with your username and password. For password assistance visit https://password.cscc.edu

Step 2: Click Grades from the main menu

Hello, Welcome to Columbus State Self-Service!
Choose a category to get started.

Student Finance
Here you can access your account information, make an online payment, and submit tuition vouchers and VA Certification.

Tax Information
Here you can change your consent for e-delivery of tax information.

Employee
Here you can view your earnings statements, banking information, and leave balances.

Grades
Here you can view your grades by term.

Step 3: Select the title of the term you want to review your grades.

NOTE: This example contains a GPA for credit-based courses. Non-Credt courses will not have a GPA.

COLUMBUS STATE
COMMUNITY COLLEGE
Self-Service

Academics · Grades

Grades

Autumn Semester 2020 (8/31/2020-12/19/2020)
Term GPA: 4.000

Summer Semester 2020 (5/25/2020-8/8/2020)
Term GPA: 3.000

Spring Semester 2020 (1/13/2020-5/9/2020)
Term GPA: 3.000

Step 4: With the term/course on the screen, click **Print** icon in the upper right corner:
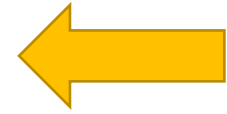
Then, select a term/class and click Print.

Note: You can also find Grades from the Home menu under the Academics icon.

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Step 1: Once logged into Self-Service, from the home screen click on **Student Finance**

⚠ Self-Service has replaced CougarWeb (Find out more)

Hello, Welcome to Columbus State Self-Service!
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Tax Information
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Employee
Here you can view your earnings statements, banking information, and leave balances.

Grades
Here you can view your grades by term.

Step 2: Click on **Make a Payment**. This will lead you to the option to **Create a Payment Plan**

Total Payment : $1,275.00 | Choose a Payment Method ⌄ | Proceed to Payment | Create Payment Plan

Collapse All

| Autumn Non-Credit 2022 | | | | | $1,275.00 | ⌃ |

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
☑	Non-Credit Owe	WEB	7/12/2022 (Overdue)	$1,275.00	$ 1,275.00

| Total Amount Due | $1,275.00 |

Step 3: Select the item option for the Payment Plan and click Continue

Create Payment Plan

Select an item for a Payment Plan (you can only choose one)

Autumn Non-Credit 2022

Item	Payment Group	Date Due	Amount Due
○ Non-Credit Owe	WEB	7/12/2022 (Overdue)	$1,275.00

Cancel | Continue

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Step 4: Preview the Payment Plan and agree to the terms at the bottom of the page. Click **Continue**

Payment Plan Preview

‹ Back to Make A Payment

⚠ Please note: the payment plan outlined below will not be created until you review the information, check the "I agree to the terms and conditions outlined above." checkbox, and click the "Continue" button.

7/19/2022 at 3:19 PM
Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary			Payment Plan Schedule	
Student	▮▮▮▮▮▮▮▮		9/23/2022	$1,275.00
Term	Autumn Non-Credit 2022			
Original Plan Amount	$1,275.00			
Number of Payments	1			
Frequency	Monthly			
Total Plan Amount		$1,275.00		

Payment Plan Terms and Conditions

DEFERRED PAYMENT PLAN PROMISSORY NOTE

THIS DEFERRED PAYMENT PLAN HAS BEEN ESTABLISHED FOR ALL CURRENT
NON-CREDIT COURSE REGISTRATION RELATED CHARGES

I promise to pay Columbus State Community College the full amount

☐ I agree to the terms and conditions outlined above.

[Continue]

Note: The Payment Plan Schedule Date may differ than the due date the Workforce Team has implemented. Always check your CSCC student email for upcoming tuition due dates. Students will receive an email the Wednesday before and the day of when a payment plan or tuition payment is due.

Need assistance? Contact the Non-Credit Registration Office at 614-287-5858, or cewdreg@cscc.edu. The office is open Mon-Thurs 8:00-5:00, and Fri 8:00-4:00.

Step 1: Once logged into Self-Service, from the home screen click on **Student Finance**

⚠ Self-Service has replaced CougarWeb (Find out more)

Hello, Welcome to Columbus State Self-Service!
Choose a category to get started.

Student Finance
Here you can access your account information, make an online payment, and submit tuition vouchers and VA Certification.

Tax Information
Here you can change your consent for e-delivery of tax information.

Employee
Here you can view your earnings statements, banking information, and leave balances.

Grades
Here you can view your grades by term.

Step 2: Click on **Make a Payment**

Account Summary
View a summary of your account

Account Overview

Amount Due 9/23/2022	$1,275.00	
+ Amount Overdue	$0.00	
= Total Amount Due	$1,275.00	Make a Payment
Total Account Balance	$1,275.00	Account Activity
Autumn Non-Credit 2022	$1,275.00	
Autumn Semester 2020	$0.00	
Summer Semester 2020	$0.00	
Spring Semester 2020	$0.00	
Autumn Semester 2017	$0.00	
Summer Semester 2014	$0.00	
Spring Semester 2013	$0.00	

Step 3: Choose your Payment method and **Proceed to Payment. For additional help, see pages 14-16.**

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