

Web registration instructions

NOTE: You will not be able to register on the Web until all required steps of application, placement testing and advising are complete. Allow five days to process your application data. You will be prevented from registering if you have any library, balance due or other holds.

The information below will help you register for your classes; follow the directions step by step. If after reading the directions you need assistance, contact the **Web Helpline at 330-4358** during regular business hours.

1. After opening your Internet program, go to COCC's home page (**www.cocc.edu**). Click the "My Login" button and the "Student and Staff Online Services" link.
2. Enter your COCC ID number and your six-digit PIN number. If you have not previously accessed your online account, your start-up PIN is your date of birth. After entering this number, you will receive a "PIN Expired" message. This is telling you to choose a new, more secure PIN. Therefore, re-enter your date of birth, enter your new PIN and re-enter your new PIN for verification.

If you've accessed your account before, but have forgotten your PIN, enter your COCC ID number and click the "Forgot PIN" button. Follow the directions listed on this page.
3. Click on "Student Services and Financial Aid." Click on "Registration."

4. Select "Register/Add/Drop Classes." Select the appropriate term and click on "Submit Term" button. Click the "Directions" button for information on adding, dropping or auditing classes or how to add yourself to the wait list.
5. After you've entered the five-digit CRN for all classes, click the "Submit Changes" button. Scroll down to see if you have any registration errors.

If no errors are in your schedule, continue to the next step.

If you have any errors in your schedule, a "Registration Errors" box will occur. Possible errors:

WAITLISTED: This means that the class is full. To add yourself to the wait list, choose "Wait List" from the "Action" menu and click the "Submit Changes" button; you will be added as the next number on the wait list. If you do not wish to be added to the wait list, choose "None" from the "Action" menu and click the "Submit Changes" button. Continue to the next step.

TIME OVERLAP: This means that you chose two courses which overlap. Either choose one CRN and press the "Submit" button, or get permission

from instructors of **both** classes prior to registering.

PRE-REQ ERROR: This means that you do not have the appropriate prerequisite or test score to register for this class. Choose another course at the appropriate level and click the "Submit Changes" button.

DUPLICATE CRN: This means that you tried to register for two sections of the same course. Choose only one CRN and press the "Submit" button.

LINK ERROR: AB REQUIRED: This message means that the class is linked to a lab. You will need to re-enter the class CRN and choose a lab CRN; press the "Submit Changes" button. Note: if either the lab or the class is full, you will need to add these classes in person.

For all other errors, call the Web Helpline, (541) 330-4358.

6. At the bottom of the page, choose "Student Detail Schedule." Print your class schedule.
7. Click the "Back" button and click the "Tuition/Fees" button at the bottom of page. Print your tuition statement.
8. When your schedule is complete, click the "Exit" button at the top of any page to log out of the secure area.