



ONLINE SERVICES

FINDING YOUR USER NAME, COUGARID NUMBER OR PASSWORD

- Go to www.csc.edu
- Go to the **Quicklinks** drop-down box and click on **Username/Passwords**
- Select appropriate box
- Answer questions
- Click on **Search**

Your Login Name will appear along with your CougarID Number. Create a password that is at least eight (8) characters (alphanumeric). Retype your new password and click on **Update Password**.

For assistance with technical problems call the Student Help Desk at 614-287-5050

ONLINE REGISTRATION INSTRUCTIONS

SELECTING YOUR COURSES

- Go to www.csc.edu
- Click on **Programs and Courses**, then **Course Schedules** for the quarter you want to schedule (e.g., Summer 2009)
- Click on **Credit Courses**
- Go to the **Subject** drop-down box and click on the desired subject (i.e., ENGL=English, HUM=Humanities)
- To the right of the Subject box, enter **Course Number**
- Click on **Go**
- Select the section that matches the time and days you wish to attend and write down the 5-digit synonym number located to the right of the class section.

EXAMPLE

ENGL-101-005-06868 LE M 8:00-10:45 PM 3 NH 228 8

ENGL-101 is the course name. **005** is the course section #. **06868** is the synonym #. LE means the class is in lecture format. **M 8:00-10:45 PM** indicates that the class meets Monday evenings at the designated time frame. **3** represents the number of credit hours. **NH 228** indicates the building and room location. **8** is the # of seats available. (You cannot register for a course that shows "0" seats or has a negative number assigned to it.)

- Double check all of your synonym numbers and the days/times courses are offered to avoid scheduling conflicts.
- Congratulations! You are now ready to register.

ONLINE REGISTRATION

- Go to www.csc.edu
- Go to the **CougarWeb** link
- Click on the **Log In** tab
- Enter your **User ID and Password**
- Click on **Submit**
- Click on **CougarWeb for Students**
- Click on **Schedule My Classes** under registration
- Click on **Express Registration**
- In the **Synonym** column, go to the first blank and enter your first 5-digit synonym number (ignore the other fields.) When you have entered all of your synonym numbers in the synonym column, click **Submit**.
- Your Preferred Sections will appear on the screen. If the listed courses are correct, go to the drop-down box under **Action** and select **Register**. Complete this step for each course you wish to schedule. Once you have selected **Register** and your courses are correct, scroll down to the bottom and click **Submit**; then click **OK** at the bottom of the next screen.
- To print your schedule, click on **CougarWeb for Students**, then **My Schedule** under Academic Profile.
- Select the correct term from the drop-down menu and click on **Submit**.

For help with registration call the Telephone Information Center at 614-287-5353