

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. You will be prevented from registering if you have any library, balance due or other holds. Follow the directions step by step. Contact the Web Helpline at (541) 330-4358 during regular business hours, if you need assistance.

1. After opening your Internet program, go to COCC's home page (www.cocc.edu). Click the "Student Login" button and the "Bobcat Web Account" link.
2. Enter your COCC ID number and your six-to-fifteen digit PIN number. If you have not previously accessed your online account, your start-up PIN is the password created when you applied for admission to COCC. After entering this number, you will receive a "PIN Expired" message and you will be prompted to create a new PIN.

If you've accessed your account before, but have forgotten your PIN, enter your COCC ID number and click the "Reset 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. For further information or directions on adding/dropping classes, click on the link for "further information".
5. After you've entered the five-digit CRN for all classes, click the "Submit Changes" button. You will be returned to the top of the page. 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, test score or completion of the Online Orientation (online classes requirement) 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.

For questions on these or 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.