Step by Step Registration Guide
Go to COS Home Page: www.cos.edu
• Find your classes by clicking on “Class Search.”
In the Dynamic Schedule Query, click on subject under By Subject then click “Search.”
• Find the class you would like to register in.
  – Consider days, time, location, etc.
• Write down the five digit CRN. You will need it to register.
• Click “back” button and search for other classes you would like to register for. Don’t forget to write down the CRN of each class.
• When finished, go to next page.
Go back to COS Home Page: www.cos.edu
Click on “Banner Web Login.”
• Enter User ID (SSN or banner ID number).
• Enter PIN (6 digit date of birth, if initial login).
• Click “Login.”
Click on “Student & Financial Aid.”
Click on “Registration.”

Please activate and check regularly your COS Giant email account as this is the official means of communication between COS students and the College.

- Registration
  Check your registration status; Add or drop classes; Display your class schedule.
- Student Records
  View your holds; Display your grades; Review charges and payments.
- Financial Aid
  Review the status of your financial aid application; View your awards. Check status of document requirements.
- $$$ n e l n e t $$$
  Setup Payment Plan for COS Classes
  Setup to Pay for your NEW COS Classes with e-Cashier FACTS Payment Plan.
  Make Credit Card Payment
  Pay for your Classes by Credit Card.
- $$$ n e l n e t $$$
  OLD DEBT Payment Plan
  Pay your Old Debt with a FACTS long term debt plan.
  Course Catalog
  View COS Course Catalog
Click on “Add or Drop Classes.”

It is your responsibility to drop a class in which you no longer wish to be enrolled. You are required to make arrangements for payment after registering or your classes MAY be dropped. You are responsible for managing your student enrollment account to avoid accumulation of all fees. Non-attendance does not release you from this responsibility.
Click on “Submit.”
• Type in the five digit CRNs, you had written down (view page 5) in each blank box.

• Click on “Submit Changes.”
• When the next screen comes up, make sure it reads, “Web Registered.”
• To get yourself on the waitlist, click on “Getting on the Waitlist.”
Print your schedule.

- Click “Student Services & Financial Aid.”
- Click “Registration.”
- Click “Class Schedule.”
- Select “Fall 2011” then click “Submit.”

![Image of Banner Web](image_url)
• If at any time you get stuck with the registration process, please feel free to call the COS Registration helpline at: (559) 737-6140.
Don’t forget:

• Pay for your classes online on Banweb:
  • Click “Student & Financial Aid.”
  • Click “Make Credit Card Payment.”

- OR -

• Call the COS Cashier’s office at (559)730-3956.
Welcome Future Giants!