Class Registration Quick-Guide

Step 1: Go to www.cos.edu

Step 2: Click on the link to BannerWeb

Step 3: Log in to BannerWeb with your SSN and Birthdate. Read the directions for formatting.

Step 4: Click on “Student & Financial Aid”.

Step 5: Click on “Registration”.

Step 6: Click on “Add or Drop Classes”.

Step 7: Select the term and click “Submit”.

Step 8: At the bottom of the page, enter the CRN numbers for the classes you want to take in the boxes shown, then click “Submit Changes”.

You should now see “Web Registered” next to the classes you are registered for.
**Wait List Classes**

You may put yourself on a Class Wait List by following steps 1 through 8 on the reverse side of this guide. Next, click the down arrow under “Action”, then click “Wait List”, and lastly click “Submit Changes”.

Add Codes

Once the instructor gives you a 4-digit Add Code, follow steps 1 through 8 on the reverse side of this guide. Enter the 4-digit Add Code from your instructor in the available box, then click “Validate”.

If the Add Code was authorized, the status should say “Approved”. **Make sure to click “Submit Changes” to submit the approved Add Code.** If you do not click “Submit Changes”, you will not be added into the class.

When finished registering, take a look at your class schedule to make sure all of your classes are showing up. You may find your class schedule in BannerWeb. Click on “Student & Financial Aid”, “Registration”, and “Class Schedule” to check.

If you have any questions about this process, stop by the Hanford Hub or call us at 559.583.2500.

Still have questions? Follow this to our ‘How-To’ Videos!