IMPORTANT:
REMEMBER TO RSVP FOR GIANT DAYS Fall 2015 ORIENTATION!
August 3, 4, 5
RSVP online at www.cos.edu/giantdays
Email Access
Part 3 of 3

- Choose “options” by clicking the button next to your name on the top right of the page.

- Choose “forward your email” and enter your most commonly used email address.

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Email Access
Part 2 of 3

- Use the email address and password provided to you in your COS Banner Web account.

Office 365

Sign in with your organizational account

someone@example.com

Password

Keep me signed in

Sign in

Can't access your account?

Course Numbering

1-99:

These classes are recognized by the UC System and CSU system. (See UC Transfer Course List for unit limitations.)

100-199:

These classes are recognized by the CSU system but NOT UC's.

200-299:

These classes are Associate Degree applicable. These courses may be accepted by some colleges in certain majors (if provided for in an articulation agreement).

300-399:

These classes are college credit, Non-degree applicable - graded on an “A,” “B,” “C,” and “Credit-Pass/No Pass-No Credit” basis.

400:

These courses are Noncredit.
**High School**

**Teacher Directed**

- Classes are automatic and picked for you.
- Whole year of the same classes: starts in August and ends in May/June.
- The school calls home when you miss class.
- The school contacts your parents when you fall behind in your classes.
- Classes are free.
- Teachers remind students of assignments.
- Teachers usually require less outside study.
- Students have daily contact with teachers and can receive regular feedback.
- Teachers give frequent tests and often allow for make up exams.
- Teachers focus student learning with questions.
- Teachers cover all content in class.

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**Email Access**

**Part 1 of 3**

- You can access the email page by clicking on the “@” symbol on the top right of the COS homepage, www.cos.edu.
Email / Blackboard Information

In Banner Web, under “Student and Financial Aid,” choose “View Student Email/Blackboard Information.”

COS Email Management

WindowsLive Student email
E-mail Address: catherine.mcguire@giant.cos.edu
Initial Password: 25883977
Date Created or Reset: not what you may think

For help logging into your student E-mail, please visit http://www.cos.edu/Students

Blackboard Password
Initial Password: TRw7XJn5
Date Created: 05/08/2009

Go to Blackboard now

To protect your privacy, please Exit and close your browser when finished.

RELEASE: 7.5

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College Student Directed

- You pick your own classes: Days and times.
- Semester system: Classes from August to December THEN pick a whole new set of classes to begin in January! This means the classes go FAST!
- You are responsible for showing up.
- You must seek out Tutorial services and other resources.
- Courses cost $46 a unit.
- Students must adhere to dates and deadlines without the constant reminders.
- Students monitor their own performance.
- Successful students study 2-3 hours for each one hour of class.
- Teachers expect students to generate questions.
- Students are responsible for all material whether or not it is presented in class.
**Important Terms**

**Academic Probation:** A student is placed on Academic Probation when he or she does not achieve a minimum grade point average of 2.0 (“C”).

**Banner ID:** This is your student ID number that you will use to log in to Banner Web and Blackboard.

**Banner Web:** This is what you will use to add classes to your schedule, find out your Financial Aid information, print out transcripts, and much more.

**Blackboard:** This is an online course management system that you will use if you take online classes here at COS. It’s basically an online classroom.

**BOGG Waiver:** This is a fee waiver from the Board of Governors that allows students to have their enrollment fees waived. Students must apply for this waiver through FAFSA or request form from financial aid office.

**Campus Services:** The college provides a list of free campus resources to assist students with academic, personal and physical needs.

**Co-requisite:** A class you must take concurrently with another course. (e.g. AUTO 130 AND AUTO 136)

**Course Repetition:** A course may be repeated 2 times to improve a grade below a “C,” including a “W.”

**FAFSA:** The Free Application for Federal Student Aid. You will use this application to apply for Financial Aid.

**Giant Email:** This is the email we will use for all correspondence. It is found by accessing your Banner Web account. CHECK THIS REGULARLY!

**Registering for Classes**

Part 3 of 3

If adding yourself to the wait list, you will receive an error code and must choose “Wait List” and hit “Submit Changes.”

*To add classes, enter the CRN's in the boxes below under "Add Classes Worksheet"*
*If you are waitlisted for a class and the class has started, first obtain an add code using the CRN and add code.*
*To drop classes, click the box under "Action" and highlight the drop option available.*
*To be waitlisted for a closed section, you must highlight 'wait list' in the Action with the status of "WL"*

**Note:** If you put yourself on the wait list for a course that 1) creates a time conflict or requires an unmet prerequisite or 2) duplicates a course you are already registered for, nightly processes verify eligibility. If you are on more than one wait list for the same or from all other wait lists you requested for the same course. Remember, being on the wait list is not a guarantee you will be added. You must contact the department you are waiting for if you have any questions. Check back periodically. It is your responsibility to watch your wait list status.**
After you log in, choose “Add or Drop” under the Registration heading and enter the CRN in the box at the bottom of the page. You may enter more than one class at a time. After that, hit “Submit Changes.”

**Important Terms**

**Placement Scores:** The placement test places you into the English or math class that is most appropriate for your skill level.

**Prerequisite:** A class you must take to build your skills in order to take the next class in a sequence. (e.g. ENGL 251 before HIST 17)

**Prerequisite/Co-requisite Challenge:** Any student who does not meet a prerequisite or co-requisite but provides satisfactory evidence may seek entry.

**Progress Probation:** Students are placed on progress probation when they have not completed 51% of their cumulative units attempted.

**Registration Priority:** All courses of the District shall be open to enrollment, subject to an established priority system. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations.

**Student Education Plan (SEP):** An SEP is a semester by semester plan of courses based on your educational goal. You must meet with a counselor to complete your SEP prior to your second semester of attendance.

**Unit:** As a rule, the more units a class is, the more time you spend working on course material each week. A student is considered full-time when he/she is enrolled in 12 or more units.

**Wait List:** If seats become available, those on the Wait List will be registered for open seats in the order they are on the list. Remember, being on a Wait List does not guarantee you a seat in a class.
Seeing a Counselor

Counseling is possibly the most important thing to understand while you are in college, as there are key times when you MUST meet with a counselor.

Times when you need to meet with a counselor:

- **During your first semester to create an initial Student Education Plan (SEP).**
  An SEP is your road map to your academic goal, so it makes sense that we require you to complete one during your first semester. Failure to make this appointment will result in a HOLD on your registration for the following semester!

- **If you change your major or goal.**
  Did you know that CSUs and UCs require different education plans? To keep you on track, it is important to notify your counselor if your plans change, so we can keep you making progress toward your goal.

- **When it’s time to graduate or transfer.**
  Imagine getting ready to graduate, and finding out you CAN’T because you didn’t file the graduation application with your counselor...don’t let that happen to you!

- **Basically, it’s important to meet with your counselor frequently to keep you on track and successful.**

Registering for Classes

Part 1 of 3

You must log in to Banner Web to add classes to your schedule. First, go to www.cos.edu, and choose the bW icon in the top right.
To log in to Banner Web for the first time, your **user name** is your Banner ID number or SSN and your **pin** is your birthdate in this MMDDYY format.

After reviewing your Student Education Plan, you can look up the class schedule for available classes.

To do this, go to **www.cos.edu** and choose “Class Search.”
Make sure you have the search set for the **correct term**, and from there you can choose classes based on **subject**, **location**, **instructor**, **start time**, and other options.

After you choose the day/time you want for your class, write down the **CRN** number.