You Have Passed the Physical Agility Test

Please follow the instructions in the documents provided in this packet.

Important Dates:

- Orientation Dates: **May 11-12** and **May 18-19, 2024**

- Register for Orientation between May 6th and May 10th

    o <u>You will not be able to register before May 6th</u>

In this packet, you will find:

- Guide: Preparing for Orientation
- Guide: Personal History Statement
- Registration Checklist (if you have not already applied for the <u>Spring 2024</u> semester)
    o You will be unable to register if you have not applied for the Spring 2024 semester
- Class Registration Quick Guide (to add the orientation course)
- CRN Number **28749** to Register

Please contact the Police Academy office with any questions regarding orientation.

Hailey Gaitan – Administrative Technician

Police Academy & Training Program

Phone: (559) 583-2600

Email: haileyg@cos.edu

PREPARING FOR ORIENTATION

After you pass the Physical Agility test:

1. Apply for the Spring 2024 semester
   - Use instructions on the **YELLOW** page of this packet
   - You may not register for orientation until you have applied for the Fall semester.
2. Register for the Academy Orientation course (CRN 28749) between **May 6th and May 10th, 2024. DO NOT ATTEMPT TO REGISTER FOR ORIENTATION BEFORE May 6th.**
   - Instructions are on the **BLUE** page of this packet.

Problems or questions registering? Please contact The Hub at (559) 583-2500.

Orientation Dates (BOTH weekends are mandatory):
- **May 11-12, 2024**
- **May 18-19, 2024**

*NOTE: Professional dress is required on all days.

DOJ Firearms Clearance:
- The Live Scan Fresno agency will be at Orientation on **Saturday, May 18, 2024** to do your fingerprint live scan and take your photo. The fee will be approximately $75.00 (Cash, check or money order.)

Personal History Statement (PHS)

- Start completing the Personal History Statement (PHS) **This document will be due on <u>day 1</u> of the 40-hour Academy Orientation**
  - This document can take several days to complete, start as soon as possible
  - save a copy for your records before turning it in at the Orientation

  The PHS can be found on the POST website
  https://post.ca.gov/forms (Click here)

- Download the Personal History Statement (2-251 Personal History Statement – Peace Officer) and begin filling it in.
  - You may handwrite your PHS but we recommend typing it.
- Once complete, save a copy and print one out to turn in.

Registration Checklist – New Student

This guide is intended to help new students prepare for successful admission to College of the Sequoias. Please refer to the Course Catalog for more information.

Semester 1

1

Complete a COS Web Application

Visit www.cos.edu and click on "Getting Started". Go down to the Steps to Enroll and Register. Under Step 1, click on the "CCCApply" link to be directed to the CCCApply Application website. New users will create an account and submit the application online. For assistance, call the CCCApply Help Line 1-877-247-4836. Print a copy of the confirmation page for your records. Your application may take up to 24 hours to process. You will receive correspondence from COS to the e-mail address you provided within 1-2 business days.

2

File a Free Application for Federal Student Aid (FAFSA) or Dream Act Application

Complete and submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov., or Dream Act Application for non-residents at www.dream.csac.ca.gov. **A new financial aid application must be filed every academic year.** If an application has already been filed for listing another college or university, please resubmit it with the College of the Sequoias' Federal School Code: **001186**.

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3

Complete COS Web Orientation. You must complete Step 1 before orientation

The online orientation video may be found by logging into BannerWeb, then clicking the link to "Student Services and Financial Aid". Scroll to the bottom and click on the link to "Orientation". In- person orientation time and dates may be found by calling the Orientation office in Visalia at (559) 737-5410. An amount of .5 units of credit will be earned for the orientation and will be charged the appropriate unit cost.

4

Meet with a Counselor. You must complete Steps 1 and 4 before Counselor Meeting

New students pursuing a certificate/degree/transfer program are required to see a COS counselor for academic counseling and a Student Educational Plan. For an appointment call (559)583-2500 (Hanford), or (559)730-3741/ (559)730-3715 (Visalia), or (559)688-3010 (Tulare). Transcripts should be submitted at time of appointment.

5

Check Registration Date/Activate Student Email Address. You must complete Step 1 before Activation

Date of registration can be found in BannerWeb by clicking the link to "Student Services and Financial Aid", then "Registration", then "Registration Status". This date, as well as all other campus communication, will be sent to your new Giant email address.

6

Register for COS Classes. You must complete Step 1 before Registering

Search for classes using the "Class Search" link on the COS website. Log in to BannerWeb then click the following links: "Student and Financial Aid", "Registration", "Add or Drop Classes". Enter the 5-digit CRN's in the boxes provided, then click "Submit". Classes must be paid for within 2 weeks of registration. Payments can be made online through BannerWeb, at the Hanford Hub, or at the Cashiers Office in Visalia.

Questions? Visit www.cos.edu or call:
The Hanford Hub (559)583.2500
Visalia Campus (559)730.3700
Tulare Campus (550)688.3000

Semester 2 and Continuing Semesters

1

Meet with a Counselor

It is advised to see a counselor only if the complete Student Educational Plan was deviated from. For an appointment call (559)583-2500 (Hanford), (559)730-3741 / (559)730-3715 (Visalia), or (559)688-3010 (Tulare).

2

Check Registration Date

Date of registration can be found in BannerWeb by clicking the link to "Student Services and Financial Aid", then "Registration", then "Registration Status". This date, as well as all other campus communication, will be sent to your Giant email address. An updated admission application is required for students who have not attended for two consecutive semesters (Fall/Spring).

3

Register for COS Classes

Search for classes using the "Class Search" link on the COS website. Log in to BannerWeb then click the following links: "Student and Financial Aid", "Registration", "Add or Drop Classes". Enter the 5-digit CRN's in the boxes provided, then click "Submit". Classes must be paid for within 2 weeks of registration. Payments can be made online through BannerWeb, at the Hanford Hub, or at the Cashiers Office in Visalia.

If you are under 21, request the last high school attended to send one transcript of work completed or attempted. If applicable, have G.E.D. scores or a copy of the California High School Proficiency Exam (CHSPE) sent to the Admissions and Records Office. Send one completed transcript of work attempted from each college attended, whether or not credit was earned, to the COS Admissions and Records Office. Transcripts should be official copies sent directly from previous schools to the College of the Sequoias.

Transcripts should be official copies sent directly from previous schools to:
Admissions and Records Office
College of the Sequoias
915 S. Mooney Boulevard
Visalia, CA 93277

(All transcripts will become the property of College of the Sequoias and will not be released to the student or another institution.)

Questions? Visit www.cos.edu or call:
The Hanford Hub (559)583.2500
Visalia Campus (559)730.3700
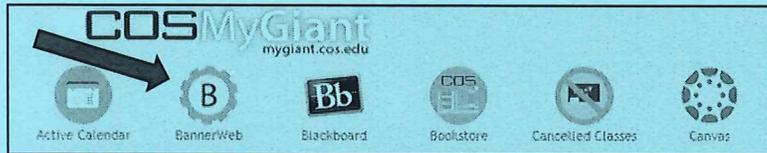**Tulare Campus (550)688.3000**

Class Registration Quick Guide

COS
HANFORD EDUCATIONAL
CENTER

Step 1: Go to cos.edu

Step 2: Click on the link to the Universal Login System.

| Visalia Campus | Tulare Campus | Hanford Campus | Online Learning | MyGiant |

Catalog   Bookstores   About Us   Community & Workforce Resources   AskCOS / FAQs   Cancelled Classes   Class Search   Contact

COS
COLLEGE OF THE SEQUOIAS

Search the COS web site here

ACADEMIC PROGRAMS & CLASSES   ADMISSIONS & AID   STUDENT SUPPORT   STUDENT LIFE   LIBRARY / LRC   CAREER SERVICES

Step 3: Log in with your COS MyGiant email address, entering everything BEFORE the "@" symbol and password.

Step 4: Click on the "BannerWeb" icon

COSMyGiant
mygiant.cos.edu

Active Calendar   BannerWeb   Blackboard   Bookstore   Cancelled Classes   Canvas

Step 5: Click on "Student & Financial Aid"

Step 6: Click on "Registration"

Step 7: Click on "Add or Drop Classes"

Step 8: Select the term for which you are adding classes and click "Submit"

Step 9: At the bottom of the page, enter the CRN numbers for the classes you want to take in the boxes, then click "Submit Changes"

Add Classes Worksheet

CRNs

| 12345 | 67890 | | | | | |

Submit Changes   ...ch   Reset

*Courses w/ Co-requisite Support Courses
<u>You must add both the **primary course CRN number** and the **support course CRN number**, at the same time, in the boxes at the bottom of the Add or Drop screen.</u>

You should now see "Web Registered" next to the classes you are registered for.

Current Schedule

Status	Action	CRN	Subj	Crse	City Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 06, 2016	None	10335	ENGL	001	20	Visalia Undergraduate	4.000	Standard Letter	College Reading & Composition
Web Registered on Apr 06, 2016	None	11310	MATH	230	30	Visalia Undergraduate	4.000	Standard Letter	Intermediate Algebra

<u>For Wait List and Add Code instructions, turn to the back</u>

Class Registration Quick Guide

COS
HANFORD EDUCATIONAL
CENTER

Wait List Classes

You may put yourself on a Class Wait List by following Steps 1 through 8 on the first page of this guide. Next, click the down arrow under "Action," then click "Wait List," and lastly click "Submit Changes".
Please note: There are no wait lists for Math and English courses that require a support course.

⚠ **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 9 Waitlisted	None / Wait List	30132	COMM	001	02	Undergraduate	3.000	Standard Letter	Fundamentals/Public Speaking

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

Add Codes

Once the instructor gives you an Add Code, follow Steps 1 through 8 on the first page of this guide. Enter the Add Code from your instructor in the available box, then click "Validate".

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
INCOMPLETE		23219	MATH	360	16		Pre-Algebra	Authorization Code Required - Section Closed

[Validate] [Cancel]

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.

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
APPROVED 2059		23219	MATH	360	16		Pre-Algebra	APPROVED-ID Validated

[Validate] [Submit Changes] [Cancel]

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 559-583-2500.