How to Register a Class With An Add Code
Go 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.

**nelnet**

- **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.
- **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.”
Click on “Submit.”
• Under CRNs, type in the CRN.
• Click on “Submit Changes.”
• Under Registration Add Auth Code, type in 4 digit add code given by the instructor then click Validate.
Under Status, if it says “Approved,” click on Submit Changes to complete add.
• **IMPORTANT:** Verify that the class is registered, it should read ***Web Registered*** with the current date.
Print your schedule.

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