



HANFORD | TULARE | VISALIA

College of the Sequoias

Hanford Educational Center
Student Resource Guide



Registration Checklist- New Student.....	3
Registration Checklist- Returning Student.....	5
Registration Checklist- Transfer Student.....	7
Services at COS Hanford.....	9
Access and Ability Center (AAC Program).....	10
Giant Marketplace (Basic Support Resources).....	12
COS Terminology.....	13
COS Terminology- Financial Aid.....	15
Banner Web Resources.....	16
How to Access My Giant and COS Email.....	17
Class Registration Guide.....	18
How to Find/Add Courses with Support.....	20
Financial Aid Application Guide.....	22
How to Check Financial Aid Requirements.....	23
How to Make a Payment.....	24
How to Purchase a Parking Permit.....	25
How to Order Official Transcripts.....	26
How to Update Student Personal Information.....	27



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

Complete a COS Web Admission Application

1

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.

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

2

Complete and submit the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.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.

Complete COS Web Orientation. You must complete Step 1 before completing the Orientation

3

The online orientation may be found by logging into Banner Web, then clicking the link to "Student Services and Financial Aid", then "Orientation". In-person orientation time and dates may be found by calling the Orientation office in Visalia at (559) 737-3730.

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

4

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.

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

5

Date of registration can be found in Banner Web 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.

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

6

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

For more information, Visit www.cos.edu or call:

Hanford Center (559)583.2500

Visalia Campus (559)730.3700

Tulare Center (559)688.3000



Registration Checklist – New Student

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 or if the original Student Educational Plan was an abbreviated plan. 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 Banner Web 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 primary consecutive semesters (Fall/Spring).

- 3 Register for COS Classes**

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

For more information, Visit www.cos.edu or call:

Hanford Center (559)583.2500

Visalia Campus (559)730.3700

Tulare Center (559)688.3000



Registration Checklist - Returning Student

This guide is intended to help returning students, (students who have taken one or more semester off), prepare for successful admission to College of the Sequoias. Please refer to the Course Catalog for more information.

Semester 1

Complete a COS Web Admission Application

1

If more than one semester has been missed, a new COS Admission Application will be needed. 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 and log in to your CCCApply account. For assistance, call the CCCApply Help Line at 1-877-247-4836. Submit the application and print a copy of the confirmation page for your records. Your application may take up to 24 hours to process.

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

2

Complete and submit the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.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.

Complete COS Web Orientation. You must complete Step 1 before completing the Orientation

3

If not already completed, the online orientation video may be found by logging into Banner Web, then clicking the link to "Student Services and Financial Aid", then "Orientation". In-person orientation time and dates may be found by calling the Orientation office in Visalia at (559)737-3730.

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

4

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). If transcripts have not been submitted, they must be brought to the counseling appointment.

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

5

Date of registration can be found in Banner Web 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. Go to www.mygiant.cos.edu to access your My Giant email inbox.

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

6

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



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Registration Checklist - Returning Student

This guide is intended to help returning students, (students who have taken one or more semester off), prepare for successful admission to College of the Sequoias. Please refer to the Course Catalog for more information.

Semester 2 and Continuing Semesters

Meet with a Counselor

1

It is advised to see a counselor only if the complete Student Educational Plan was deviated from or if the original Student Educational Plan was an abbreviated plan. For an appointment call (559)583-2500 (Hanford), or (559)730-3741 / (559)730-3715 (Visalia), or (559)688-3010 (Tulare). If official transcripts have not been submitted, they must be brought to the counseling appointment sealed and unopened.

Check Registration Date

2

Date of registration can be found in Banner Web 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.

Register for COS Classes

3

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

For more information, Visit www.cos.edu or call:
Hanford Center (559)583.2500
Visalia Campus (559)730.3700
Tulare Center (559)688.3000

Questions? Call/text: (559)583.2500 email: hanford@cos.edu



Registration Checklist – Transfer Student

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

Semester 1

Complete a COS Web Admission Application

- 1 Visit www.cos.edu and click on "Getting Started". Go down to Steps to Enroll & Register. Under Step 1, click on the "CCCApply" link to be directed to the CCCApply application website. Create, or log in to, your CCCApply 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.

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

- 2 Complete and submit the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.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.

Complete COS Web Orientation. You must complete Step 1 before completing the Orientation

- 3 The online orientation video may be found by logging into Banner Web, then clicking the link to "Student Services and Financial Aid", then "Orientation". In- person orientation time and dates may be found by calling the Orientation office in Visalia at (559)737-3730.

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

- 4 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). If transcripts have not been submitted, they must be brought to the counseling appointment.

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

- 5 Date of registration can be found in Banner Web 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. Go to www.mygiant.cos.edu to access My Giant email.

Search for COS Classes/Prerequisite Override Form. You must complete Step 1 before submitting an Override request

- 6 Search for classes using the "Class Search" link on the COS website. If classes have prerequisites that have been taken at previous institutions, a Prerequisite Override form must be filled out and submitted to the Hanford Center Vocational or Education Building, the Registration office in Visalia, or the Student Services desk in Tulare.

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

- 7 Log in to Banner Web 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 Banner Web, at the Hanford Center, or at the Cashiers Office in Visalia.

For more information, Visit www.cos.edu or call:

Hanford Center (559)583.2500

Visalia Campus (559)730.3700

Tulare Center (559)688.3000

Questions? Call/text: (559)583.2500 email: hanford@cos.edu



Registration Checklist – Transfer Student

Semester 2 and Continuing Semesters

Meet with a Counselor

1

It is advised to see a counselor only if the complete Student Educational Plan was deviated from or if the original Student Educational Plan was an abbreviated plan. For an appointment call (559)583-2500 (Hanford), or (559)730-3741 / (559)730-3715 (Visalia), or (559)688-3010 (Tulare). If official transcripts have not been submitted, they must be brought to the counseling appointment sealed and unopened.

Check Registration Date

2

Date of registration can be found in Banner Web 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.

Search for COS Classes/Prerequisite Override Form

3

Search for classes using the “Class Search” link on the COS website. If classes have prerequisites that have been taken at previous institutions, a Prerequisite Override form must be filled out and submitted to the Hanford Center, the Registration office in Visalia, or the Student Services Desk in Tulare.

Register for COS Classes

4

Log in to Banner Web then click the following links: “Student and Financial Aid”, “Registration”, “Add or Drop Classes”. Enter the 5-digit CRNs in the boxes provided, then click “Submit”. Classes must be paid for within 2 weeks of registration.

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.)



Services at COS Hanford

The College of the Sequoias Hanford Educational Center offers a variety of support services for the students at the Center. For services at COS Hanford, please contact 559.583.2500 or hanford@cos.edu. They include, but are not limited to:

Academic Counseling Services

The purpose of counseling is to help students succeed in their studies through self-evaluation, decision-making, careful planning, and commitment.

Access and Ability Center (AAC)

AAC serves COS students with a variety of disabilities, including: students with mobility, vision and other health impairments; students with hearing and speech difficulties; students with learning disabilities that affect acquiring, storing and/or retrieving information; students who have acquired brain injuries; developmentally delayed learners with the potential for hindered achievement and college success.

CalWORKS

The CalWORKS program assists welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency.

Extended Opportunity Programs and Services (EOPS) / Cooperative Agencies Resources for Education (CARE)

EOPS recruits and successfully retains college students of educationally and socioeconomically disadvantaged backgrounds from throughout Kings and Tulare Counties. The CARE Program serves EOPS students as they seek to break the welfare dependency cycle by supporting them to complete college-level educational or training programs.

Education & Vocational Building
call/text 559.583.2500 | email hanford@cos.edu
Follow @coshanford on Instagram and Facebook

Financial Aid

Grants, loans, and employment opportunities to assist students in meeting their college expenses.

Scholarship Program

Annual Scholarship Awards are given to eligible student applicants. Eligibility information, applications, and scholarship information may be obtained online.

Student Activities

Student leadership opportunities, student body ID cards, campus event bulletins, transit pass, activity benefits, local merchant discounts, community service projects, and social activities.

Student Employment

College of the Sequoias offers on and off-campus student employment and internships through the Federal Work Study program, local businesses, as well as through the District.

Veterans Program

Assistance is available to Veterans, as well as children and dependents of service-connected disabled or service related deceased veterans through the Veterans Resource Center.

Student Support Services

Writing Center (EDU 91)

Trained student tutors and English faculty members are available to assist students face-to-face and online for any class/assignment: brainstorming, understanding assignments, developing ideas, revision and proofreading, research, in-text citations and quotes, documentation styles like MLA/APA/Chicago, personal statements, cover letters, resumes, visual presentations, and more! For information, contact 559.583.2570.

Math Tutorial Lab (EDU 91)

The lab is staffed by both mathematics department faculty and trained tutors. Study groups are welcome to use the facility. A limited number of computers are available. No appointment necessary. For information, contact 559.583.2571.

Student Success Program (EDU 65)

Assists students in meeting their educational goals through academic and personal counseling, workshops, individual and group support meetings. Provides students with equitable resources to ensure they follow and complete their educational plans. For information, contact 559.583.2532.

Career Services (EDU 91)

Supports students in optimizing their Career Development and Management by facilitating interview and career strategy workshops, resume assistance, networking opportunities, and other employment resources. For information, contact 559.583.2572.

Health Center (EDU 45)

Health services include blood pressure screening, T.B. skin testing, vision and hearing screening, immunizations, health counseling, pregnancy testing, psychological counseling, and nursing assessments.

The Health Center offers counseling referrals for drug and alcohol abuse, mental health, eating disorders, pregnancy, family planning, and illness. Health Center staff can be reached at 559.583.2530.

Learning Resource Center (Library) (EDU 66)

The Learning Resource Center (LRC) provides a combination of up to date instructional technology, print and online resources, and personal service to help students achieve their educational goals. For more information, contact the Hanford librarian at 559.583.2538.

District Police

The COS District Police Department functions for the protection of school facilities, students and staff. Daily parking permits can be obtained from the parking permit machines located in front of the Education building and in the large parking lot off of Learning Center Drive. For non-emergencies, call 559.730.3999 or for emergencies ONLY call: 911.

College of the Sequoias Hanford Educational Center
925 13th Avenue, Hanford, CA 93230
559.583.2500
hanford@cos.edu
www.cos.edu/hanford

Questions? Call/text: (559)583.2500 email: hanford@cos.edu



AAC (Access & Ability) Program

The Access & Ability Center (AAC) provides eligible COS students with a variety of support services designed to maximize access to education. Students providing verification of qualifying conditions may be eligible for services such as extended testing time in a distraction-reduced setting, equipment loans (e.g. digital recorders), audio books/electronic text, enlarged print, learning assessments, sign language interpreters, and/or other services. Location: Lodgepole Building, room 105 at the Visalia Campus. Students can also visit the Administration Office, Vocational Building at the Hanford Center or the Student Services Desk in Building A at the Tulare Campus for assistance. For more information, please contact aac@cos.edu, (559) 730-3805, or online at <https://www.cos.edu/aac>.

The Access & Ability Center serves COS students with a variety of disabilities and/or medical conditions, including:

- **Mobility, Vision, and other health impairments**
 - Mental Health Conditions
- **Hearing and Speech Difficulties**
 - Learning Disabilities
 - Acquired Brain Injuries

The following are examples of courses, materials, and support services that may be available for Access & Ability Center students. Each student's abilities and needs are reviewed separately and services are individualized.

Alternate Media; Audio Books, Braille Books, Electronic Text, Large Print, Tactile Graphics

Assessment for Learning Disabilities

Assistive Services; Assistive Technology (software, hardware, and training), Alternative Furniture Requests, Authorized Accommodation Plan/Forms Counseling (academic, career), Priority Registration, Readers/Writers (for tests only), Sign Language Interpreters, Testing Center Services, WorkAbility III Employment Assistance.

Equipment (Limited Quantity); Adjustable Back and Seat Cushions, Audio Recorders, FM Systems/Amplification Devices Luggage Carts, Magnifiers, Note-taking Paper, Spellchecker, Smart Pens.

Liaison; Facilitate Student/Faculty Communication, Referral to other COS Programs and Services, Referral to Community Resources, Seizure/Diabetes Notices, Tutoring Referrals.

Learning Skills Classes; LS 214: Career Exploration & Awareness, LS 315: Transition to College, LS 320: Personal Development.

Steps to enroll in the Access & Ability Center (AAC) include:

1. Complete a COS Web Admission Application

Access the COS application by visiting the COS website at www.cos.edu and click on "New Students" to view the steps to sign up. Submit the COS application online (Step 1) and print a copy of the confirmation page for your records.

2. Complete COS Orientation

New COS students pursuing a certificate/degree/transfer program are required to complete an orientation. To do it online, please login to your Banner Web account. For in-person information, call the AAC office at (559)730-3805 and ask about Bridge Day New Student Orientation.

3. Submit the AAC Intake Form and Verification of your Qualifying Condition

Access the Access & Ability Center Intake form at www.cos.edu/AAC and click on Join Our Program to view the AAC Intake Form and Disability Verification Form. Print and return the completed forms to the Access & Ability Center by walk-in, email to AAC@cos.edu, or fax to (559)730-3803.

4. Attend the Intake Appointment to Receive AAC Services

Once we have reviewed documentation, verified your disability, and have deemed you eligible for services, we will contact you to schedule an appointment with an AAC Counselor to open your AAC file, review your Academic Accommodation Plan (AAP), and create your Student Education Plan (SEP).

5. Fill out the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application.

Access the FAFSA application website at www.studentaid.gov or the Dream Act Application at www.dream.csac.ca.gov

6. Register for classes

If you are a student transitioning from high school to COS, sign up for AAC Summer/Fall Priority Registration in Spring semester. If you are a continuing student or if you need some assistance registering for classes, you can contact the AAC office at (559)730-3805 for information on where to get assistance.

7. Stay in Touch - Contact us regularly for ongoing support, as well as to keep up to date with your services and AAC accommodations.

To remain active in our program, you must have a minimum of one contact per year with our office.

continued



AAC (Access & Ability) Program

DIFFERENCES BETWEEN K-12 AND COLLEGE SERVICES FOR STUDENTS WITH DISABILITIES

Grades K-12	Community College
Student has the right to a free and appropriate public education	Student has the right to equal access to education; admission and continued participation are dependent on eligibility and satisfactory progress
School district identifies student and documents disability	Student provides documentation of disability and need for accommodation
District is responsible for developing Individual Educational Plan (IEP); 504 plan follows student from elementary school, to middle school, to high school	Student must notify the college regarding disability and need for services
Student is entitled to services identified on IEP; school district ensures that IEP is implemented and services are delivered	No IEP; student is responsible for requesting and utilizing services and/or accommodations; college services are not automatic; each college decides eligibility and services
Parents and teachers advocate for student	Student advocates for self; process is more cooperative, deliberative, and interactive
Program of study may be fundamentally altered to fit the student	Accommodations may not alter fundamental nature of course or impose undue burden on institution
Student may have right to success; institution is responsible for student's success	Student is responsible for meeting requirements for academic success
Personal services are provided (e.g., nurse, personal attendant care, transportation)	No personal services provided
School staff communicates with parents	Student is treated as an adult, has right to confidentiality, must authorize exchange and/or release of information in writing (for off-campus); information is shared on a "need-to-know" basis on-campus.

For more information, please contact the Access & Ability Center at 559-730-3805.

Questions? call/text: (559)583.2500 email: hanford@cos.edu



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GIANT Marketplace (Basic Support Resources)

<https://www.cos.edu/en-us/student-life/health-services/basic-needs-hub>

The Giant Marketplace recognizes that secure access to food and housing is essential to academic success in higher education and must, therefore, be treated as a top educational priority. As such, we advance a campus culture of caring that recognizes that students are human first. We exemplify this commitment in our public statements and in our daily work by addressing the structural poverty that created this basic needs security crisis.

Food Resources

COS Giant Pantry

Free Grocery bag filled with non-perishable items, Every Tuesday 10am - 12pm at the "Breezeway" between the Education Building and Public Safety Building

Nutrition on the GO (NUGO)

NUGO Provides fresh fruit and vegetables. First Tuesday of the month, 10am - 12pm at the "Breezeway" between the Education Building and Public Safety Building

Snack Stations

Career Services, Math Lab, Writing Center - Room E91
Student Success Lab, Tutoring Center - Room E65
Educational Building - Room E47
Vocational Building - Room V123

Find programs you may be eligible for including Medi-Cal, CalFresh and CalWORKs at Benefitscal.com. We'll provide nutritional education and assistance with applying per request.

Community Resources

Kings County | 211KingsCounty.org or dial/text 211

Find assistance with food, housing, child care, job training, mental health and many more services.

Kings Community Action Organization (KCAO) provides resources within Kings County such as housing, food distributions, child care, and utilities assistance. Call 559.582.4836 for more information.

Clothing Resources

Giant Threads | cos.edu/GiantThreads

The Giant Threads mobile closet provides COS students free professional business clothing for a job interview, job fair, networking event, or new job. Servicing all three campuses. For more information, contact Tiffany Wainwright at 559.737.5364 or tiffanyw@cos.edu

Mental Health Resources

The College of the Sequoias Student Health Center supports the success of students by attending to the physical and psychological well-being of all COS students.

Health Center (EDU 45)

Health services include blood pressure screening, T.B. skin testing, vision and hearing screening, immunizations, health counseling, pregnancy testing, psychological counseling, and nursing assessments. The Health Center offers counseling referrals for drug and alcohol abuse, mental health, eating disorders, pregnancy, family planning, and illness. Health Center staff can be reached at 559.583.2530.

If you are in crisis, need help for yourself or someone else, please dial 988 for free, confidential help 24 hours a day. Visit the National Suicide Prevention Lifeline at www.suicidepreventionlifeline.org
National Suicide Prevention Lifeline 1-800-273-8255 (988)
Kings County Crisis Services (559) 582- 4481 or 1-800-655-2553

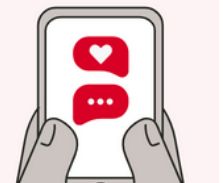
If you are interested in mental health counseling, please contact the COS Visalia Campus Student Health Center at 559.730.3880 to get more information about completing intake paperwork and getting scheduled for an intake appointment.

Visit the Mental Health Counseling Registration website at <https://www.cos.edu/en-us/student-life/health-services/mental-health-counseling-registration>

IN A CRISIS?

Text HOME to 741741 to connect with a volunteer Crisis Counselor

Free 24/7 support at your fingertips.



For more information, contact

Maria Torres
Center Student Services Specialist, Basic Support
COS Hanford Educational Center
mariat@cos.edu
559.583.2510



Questions? call/text: (559)583.2500 email: hanford@cos.edu



Commonly Used College Terms

- **Banner Web:** Student portal used to add/drop classes, display financial aid eligibility/award information, check student account balance, make a payment, order official transcripts, check final grades, and more.
- **Banner ID:** This is your COS student identification number.
- **My Giant:** My Giant is the Universal Login system. You will log in to the My Giant portal with your My Giant (student) email address and password. Your My Giant dashboard will be displayed with icon links to other platforms.
- **Canvas:** Online course management system that will display all courses you are enrolled in that utilize Canvas.
- **DegreeWorks:** An Academic advising tool designed to assist in reviewing your degree progress, identifying courses you have completed and what courses you still need in order to fulfill your degree requirements. It is designed to assist in academic advising, but is not intended to replace your one-on-one meetings with a counselor.
- **Prerequisite:** A class you must take to build your skills in order to take the next class in a sequence.
- **Corequisite:** Refers to two courses that must be taken together during the same semester.
- **Course Repetition:** A course may be repeated 2 times to improve a grade below a "C", including a "W".
- **Course Withdrawal:** Dropping a course by the "withdraw period" mid-semester, a "W" will appear on your transcript and does not affect your GPA.
- **No-Show:** When a student is registered for a course but fails to attend the first class session. (Instructors do not always drop a student as a No-Show). It is the student's responsibility to withdraw in order to not receive an undesirable grade in the class.
- **Transcript:** Refers to your COS student academic record that is updated after your final course grades are posted each semester.
- **Hold:** Holds placed on student accounts that prevent future registration and viewing records.
- **FERPA:** The Family Educational Rights and Privacy Act is a federal law that protects the privacy of a student's education records. Under this law, COS is not allowed to give parents/legal guardians, partners, etc. access to a student's academic records, class schedule, personal contact information, etc.
- **Transfer:** The movement students consider between higher-education institutions. Community college students tend to work towards transfer eligibility to 4-year institutions to pursue a bachelors degree, masters degree, or higher.
- **Student Education Plan (SEP):** 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, and also update your SEP with a counselor if it is deviated from.
- **Unit (Credit):** 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 they are enrolled in 12 or more units. In order to complete an Associate's Degree, which consists of 60 units, in 2 years (4 primary semesters), a student needs to take 15 units per semester.
- **Part-time student:** Student is registered for fewer than 12 units/credits during a semester.
- **Tuition:** The cost of your classes/units. It is based on the number of units/credits for which you are registered per semester. Student fees are charged in addition to tuition in order to support student support services and student government.



- **Semester:** An 18 week, 5 month period that classes hold instruction. Fall semester runs from August to December and Spring semester runs from January to May. Summer semester is broken up into three sessions, two 4 week sessions and one 6 week session, May through July.
- **Academic year:** The school year that begins with Fall classes and includes the following Spring and Summer semesters.
- **Academic Probation:** Students must maintain a cumulative COS grade point average (GPA) of 2.0. If GPA falls below 2.0, the student will no longer be in "good academic standing." If a student is not in "good academic standing", or on Academic Probation for three consecutive semesters, they will be academically dismissed from the college and must petition for readmission after sitting out for one primary semester.
- **Course Number:** The number a college uses to classify a course. For example, English 001
- **CRN (Course Registration Number):** While a Course Number classifies the course in a subject area, the CRN classifies that course's day/time. For example, English 001 CRN 12345; English is the Subject, 001 is the course number, and CRN 12345 is the identification of that specific class's day/times.
- **Waitlist:** 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.
- **"Crash" a Course:** If a course is full for registration and you are unable to add yourself into the class or onto the waitlist, you can attend the first day of the class, or "crash", and request an add code from the instructor. The add code must be entered in Banner Web to enroll/register yourself in the class. Crashing a class is not a guarantee that you will get a spot in the class.
- **Office hours:** Time set aside by instructors for students to visit their office and/or ask questions or discuss the course they teach. Your professor will tell you at the beginning of the term when and where office hours will be every week, as well as include this information in the Class Syllabus.
- **Syllabus:** A description of a course which also lists the instructor contact information, office hours, dates of major exams, assignments and projects.



Commonly Used Financial Aid Terms

A complete guide to COS Financial Aid can be found at <https://www.cos.edu/en-us/Financial-Aid/Documents/Financial-Aid-Guide-Book.pdf>

- **FAFSA:** The Free Application for Federal Student Aid; you will use this application to apply for Financial Aid if you are a U.S. citizen/permanent resident, or the California Dream Act Application for non-residents. <https://studentaid.gov/>
- **Dream Act Application:** The California Dream Act Assembly Bills 130 and 131 allows undocumented students who meet AB 540 eligibility criteria to be eligible for state-funded financial aid. This includes the California College Promise Grant (fee waiver) and the California Grant (Cal-Grant). <https://dream.csac.ca.gov/>
- **FSA ID:** Before completing a FAFSA, the student and his/her parent (if applicable) are required to create a FSA ID, made up of a username and password. The FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your FAFSA and federal student aid documents. If completing the Dream Act Application, you will not create an FSA ID. To create an FSA ID, please visit the following website: <https://studentaid.gov/>
- **Verification:** (worksheets, documents needed to complete your financial aid file): In the event that your application is selected for verification, your file may not be processed, nor payment made, until all requested documents are received and reviewed, and any necessary corrections are approved by Department of Education's central processing. You can check to see if any verification documents are required by logging into Banner Web>Student and Financial Aid> Financial Aid>Eligibility.
- **Refund Selection:** A Refund Selection Kit and Personal Code will be mailed to each potentially eligible student. Once students receive their personal code, they can click the "BankMobile" icon located in their My Giant portal and follow the instructions to select a refund preference. Alternatively, students can visit <http://www.refundselection.com/>.
- **Payment Schedule:** The various dates throughout a semester that financial aid payments are disbursed to students. Financial aid is not disbursed the first day of school. The payment schedule can be found on the COS Financial Aid webpage.
- **California College Promise Grant (CCPG):** Formerly known as The Board of Governors Fee Waiver (BOGFW); provides tuition/fees waiver assistance for California residents who meet income eligibility criteria at California community colleges. Students apply to receive the CCPG by submitting a Free Application for Federal Student Aid (FAFSA), California Dream Act Application, or by submitting the CCPG paper application directly with the College of the Sequoias' Financial Aid Office.
- **Grants:** Gift aid that does not need to be earned or require repayment; Pell Grant, Cal Grant, SEOG, EOPS, CARE, FTSSG, and Foster Youth Grant.
- **Federal Work Study:** Money earned by the student through a campus job.
- **Student Loans:** Borrowed money to be paid back with interest.
- **Overpayment:** You may be required to pay back your financial aid if you; receive aid and never attend class, drop too many classes in a semester with a "W", or fail all your classes in a semester.
- **Satisfactory Academic Progress:** The U.S. Department of Education requires, as a condition of receiving financial aid, that students must maintain a cumulative 2.0 GPA, complete a cumulative 67% of units attempted, and must not have exceeded the maximum attempted unit timeframe.
- **SAP Appeal:** Students who have not met Satisfactory Academic Progress standards and have been disqualified from financial aid, may be eligible to submit an appeal form in certain documented extenuating circumstances.



- **Complete COS Orientation** Student and Financial Aid> Orientation
- **Check Registration Date/Time** Student and Financial Aid> Registration> Registration Status
- **View Student Educational Plan** Student and Financial Aid> Student Records> Student Educational Plan
- **View Holds** Student and Financial Aid> Student Records> View Holds
- **View Class Schedule** Student and Financial Aid> Registration> Class Schedule
- **Add/Drop Classes** Student and Financial Aid> Registration> Add or Drop Classes
- **Scholarship Application** Student and Financial Aid> Scholarship Manager (Scholarship Application opens October-November every Fall Semester for the next academic year)
- **Make Payment** Student and Financial Aid> Make Credit Card Payment
- **Establish a Payment Plan** Student and Financial Aid> Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan
- **Check Financial Aid Awards** Student and Financial Aid> Financial Aid> Award> Award by Aid Year> Select year> Award Overview tab
- **Check Financial Aid Eligibility Requirements** Student and Financial Aid>Financial Aid> Eligibility> Select Aid Year
- **Check Financial Aid Academic Status** Student and Financial Aid> Financial Aid> Financial Aid Status> Academic Progress
- **Check Account Balance** Student and Financial Aid> Student Records> Account Summary
- **View 1098-T IRS Tax Notification Form** Student and Financial Aid> Student Records> Tax Notification> Enter Tax Year
- **View Final Grades** Student and Financial Aid> Student Records> Final Grades> Select term
- **Order Official Transcript** Student and Financial Aid> Student Records> Order Official Transcript
- **Print Unofficial Transcript** Student and Financial Aid> Student Records> Print Unofficial Transcript
- **View COS Course Catalog** Student and Financial Aid> Course Catalog
- Access **COS Bookstore** from Banner Web Main Menu
- Update **Personal Information** from Banner Web Main Menu



1 Go to mygiant.cos.edu

2 Log in using the beginning of your COS Student Email as the username, everything before the @giant.cos.edu and Password.

Example Email: John.doe@Giant.cos.edu. **Username:** John.doe

COS MyGiant
mygiant.cos.edu

Log In to MyGiant
(formerly universal login)

If you are not currently a student or employee at COS and only have your Banner ID and PIN, [please click here to login to BannerWeb directly.](#)

If you are having trouble logging in, [please read our FAQ](#) and [Password Help](#) pages.

Username
Enter your username

Password
Enter your password

Login

[Forgot Password](#) | [Forgot Username?](#)

This information, along with your temporary password, is in the emails you received from info@cos.edu or admissions@cos.edu. If you are unable to locate this information in your personal email account, contact 559-583-2500.

3 To access your COS Email Inbox, click the icon **Office 365 & Email**.

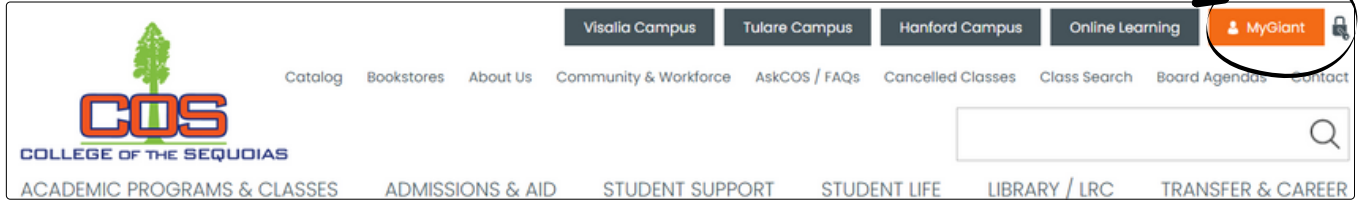
Then click the **Outlook** icon, on the left hand side.



Please be sure to check your COS Email regularly as this is where all important dates, deadlines, and correspondence from COS will be sent.

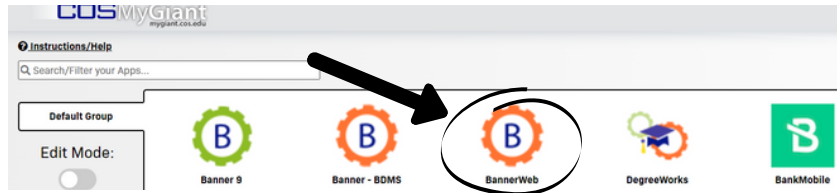
1 Go to cos.edu

2 Click on My Giant to log in to your My Giant dashboard



3 Log in with your COS My Giant email address entering everything before the "@" symbol as the username, and password

4 Click on the Banner Web icon



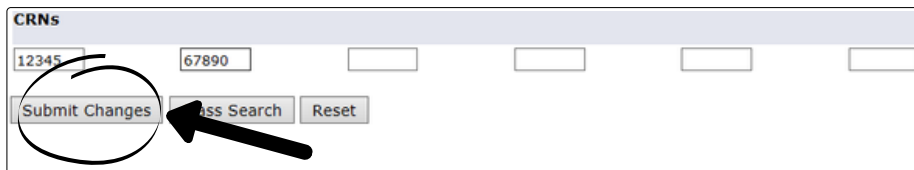
5 Click on Student & Financial Aid

6 Click on Registration

7 Click on Add or Drop Classes

8 Select the term for which you are registering, and click Submit

9 At the bottom of the page, enter the CRN numbers of the classes you wish to register for in the boxes, then click Submit Changes



***Courses w. Co-requisite Support Courses**
You must add both the primary course CRN number and the support course CRN number, in the boxes at the same time.

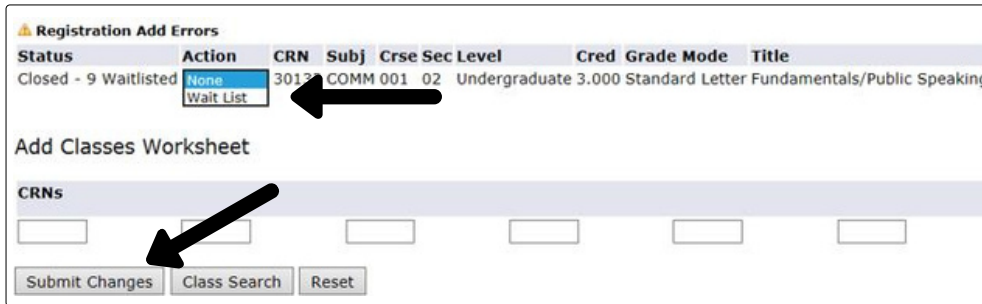
You should now see "Web Registered" next to the classes you are registered for.

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

Wait List Instructions

You may place 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.**



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 9 Waitlisted	None Wait List	3013	COMM	001	02	Undergraduate	3.000	Standard	Letter	Fundamentals/Public Speaking

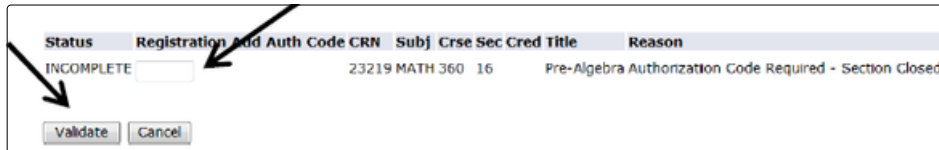
Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Add Code Instructions

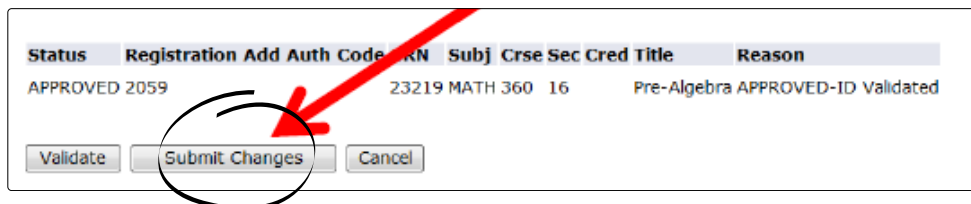
Once the instructor gives you an Add Code, follow Steps 1 through 8 on the first page of this guide. Enter the Add Code from your instructor in the available box, then click "Validate".



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

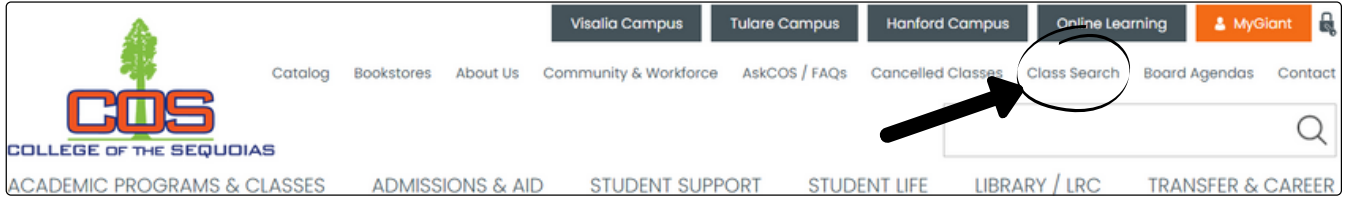
When you are finished registering, refer to your Class Schedule to confirm you were added into all of your classes successfully. Your Class Schedule can be found in Banner Web> Student and Financial Aid> Registration> Class Schedule.

How to Find/Add Courses with Support

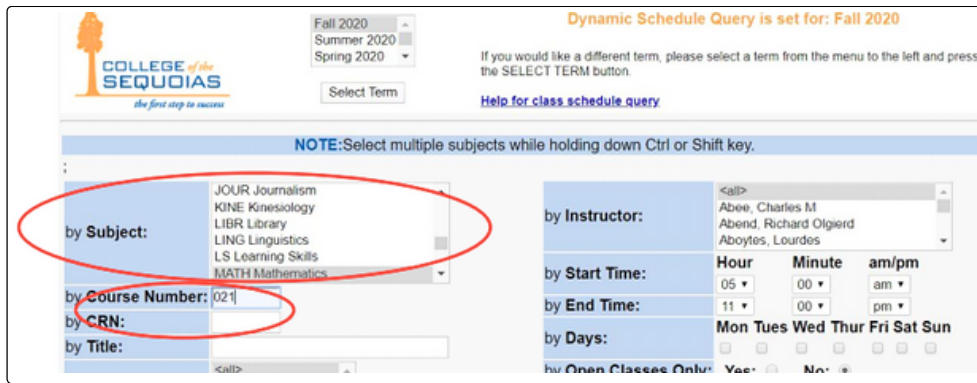
Questions? call/text: (559)583.2500 email: hanford@cos.edu

1 Go to **cos.edu**

2 Click on **Class Search**



3 Select the **Subject** and enter the **Course number** of the main class and click **Search**.
*Note: Make sure the correct Term is selected at the top.



Dynamic Schedule Query is set for: Fall 2020

NOTE: Select multiple subjects while holding down Ctrl or Shift key.

by Subject: JOUR Journalism, KINE Kinesiology, LIBR Library, LING Linguistics, LS Learning Skills, MATH Mathematics

by Course Number: 021

by Instructor: <all>, Abee, Charles M, Abend, Richard Oljerd, Aboytes, Lourdes

by Start Time: Hour 05, Minute 00, am/pm am

by End Time: Hour 11, Minute 00, pm

by Days: Mon Tues Wed Thur Fri Sat Sun

4 Locate the sections that say **"Lecture/Discussion w/ Support"**

MATH - Mathematics						
MATH 021 - Introduction to Statistics Lecture and/or Discussion						
Status	Crn	Cred	Meeting Time	Date	Locatio	
OPEN	15861	4.0	M T W R	10:10am - 11:00am	08/16-12/17	JOHN M
OPEN	15863	4.0	M T W R	11:10am - 12:00pm	08/16-12/17	JOHN M
OPEN	15953	4.0	T R	08:10am - 10:00am	08/16-12/17	Hanford
MATH 021 - Introduction to Statistics Lecture/Discussion w/ Support						
Status	Crn	Cred	Meeting Time	Date	Locatio	
OPEN	15968	4.0	M W	09:10am - 11:00am	08/16-12/17	Tulare C
OPEN	16347	4.0	T R	02:10pm - 04:00pm	08/16-12/17	JOHN M

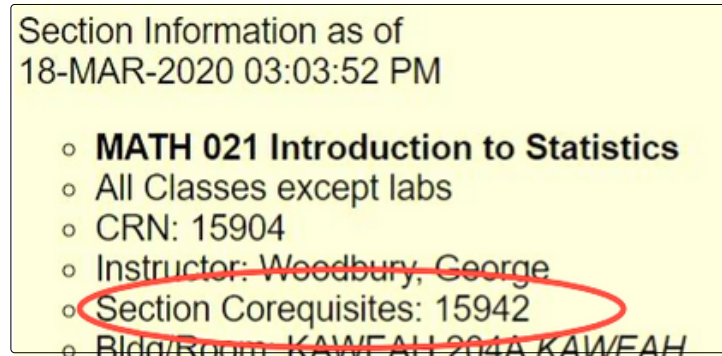
5 Once you locate the course you wish to add, click on the **CRN number**.

MATH 021 - Introduction to Statistics Lecture/Discussion w/ Support						
Status	Crn	Cred	Meeting Time	Date	Locatio	
OPEN	15968	4.0	M W	09:10am - 11:00am		

How to Find/Add Courses with Support

Questions? call/text: (559)583.2500 email: hanford@cos.edu

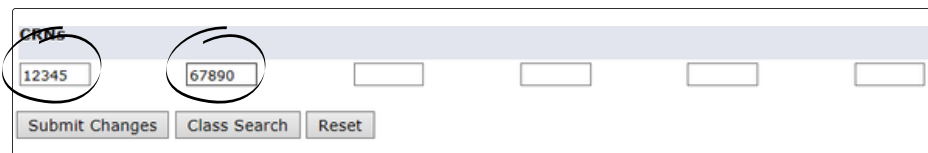
6 The Section Information window will appear. **Scroll down** to "Section Information" to find the **Section Corequisite** (support course) CRN



7 Exit the Section Information window and click **New Search** at the bottom right corner. Enter the **CRN** for the Section Corequisite to find the day and time the support class holds instruction. Click **Search**
*Note: Most support courses meet immediately before or after the main Math or English course.



8 You must add both the primary course CRN number and the support course CRN number, in the boxes at the same time. Click **Submit Changes**



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	None	10335	ENGL	001	20	Visalia	Undergraduate	4.000	Standard	Letter	College Reading & Composition
Web Registered	None	11310	MATH	230	30	Visalia	Undergraduate	4.000	Standard	Letter	Intermediate Algebra



Financial Aid Application Guide

Before you begin, you will need:

- Social Security Number for Student and Parent (US Citizens & Residents only)
- Prior-prior year taxes for Student and Parent (if dependent student)
- Personal Email for Student and Parent

Create an FSA ID:

- Visit studentaid.gov
- Create FSA ID for the student
- Create FSA ID for the parent (if dependent student)

Complete the Financial Aid Application:

- Visit studentaid.gov (Us Citizens/Residents only)
 - Click "Start Here"
 - Log in using Student FSA ID
 - Create a Save-Key
 - Answer each question accordingly
 - Federal School Code: 001186
- Visit dream.csac.ca.gov (Non-Residents only)
 - Click "Start" under "First Time User"
 - Answer each question accordingly
 - Dream Act School Code: 00118600

Submit Financial Aid Application by March 2 deadline for the upcoming school/aid year

Financial Aid Office Locations

HUB, Education Building
Administration Office,
Vocational Building
Hanford Center:
(559) 583-2500

Student Services
Building A
Tulare Center:
(559) 688-3000

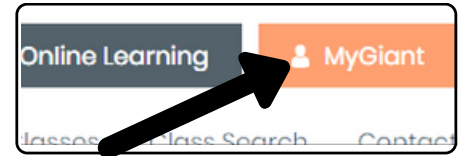
Financial Aid
Sequoia South
Visalia Campus:
(559) 730-3747



How to Check Financial Aid Requirements

1. Go to **mygiant.cos.edu**
2. **Log in** using the beginning of your Student Email as the username, everything before the @giant.cos.edu and Password

Example Email: John.doe@Giant.cos.edu. **Username:** John.doe



3. Click on **Banner Web**
4. Click on **Student and Financial Aid**
5. Click on **Eligibility**
6. Select **Aid Year**
7. Click the **Student Requirements** tab

Financial Aid Office Locations

HUB, Education Building Administration Office, Vocational Building Hanford Center: (559) 583-2500	Student Services Building A Tulare Center: (559) 688-3000	Financial Aid Sequoia South Visalia Campus: (559) 730-3747
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Payment of fees may be made:

- **Online** through **Banner Web** (mygiant.cos.edu) by debit/credit card (Visa, Master Card, American Express or Discover Card). Banner Web> Student and Financial Aid> Make Credit Card Payment.
- **In person** at the COS Cashier's Office, Hanford Center or Tulare College Center by cash, check, money order, credit card or agency payment (financial aid). Credit card purchases may be subject to pre-approval.
- **Check** or **money order** payable to COS and mailed to: Attention Cashier's Office, College of the Sequoias, 915 S. Mooney Blvd., Visalia, CA 93277. Write your Student ID number on the face of your check - DO NOT MAIL CASH.

For payments with a personal check, the following policy applies:

- Check is for the payment due only
- Must provide photo identification and social security number
- Imprinted checks only
- In-state checks only
- No personal two-party checks

Payment Plans

Payment plans are available via **Banner Web**. Select the **Student Services** link, then select **Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Payment Plan**.

Office Hours & Locations

Hub, Education Building
Administration Office, Vocational Building
Hanford Center:
Monday-Friday
7:45am-6:00pm
(559) 583-2500

Cashier Window
Building A, Room A107E
Tulare Center:
Monday-Friday
7:45am-5:45pm
(559) 759-6102

Cashiers Office
Sequoia South, Room 102
Visalia Campus:
Monday-Friday
8:00am-4:45pm
(559) 730-3956



How to Purchase a Parking Permit

Semester parking permits are available to purchase online at:

cos.cmrpay.com

Parking Permits are \$25 for the Fall & Spring semesters
and \$10 for the Summer sessions.

You will need the following information to purchase a parking permit:

- Banner ID (without the @ sign)
 - Vehicle license plate
 - VIN number
- Year/Make/Model/Color of vehicle
 - Type of Vehicle

Please Note:

**There will no longer be actual physical permits
needing to be adhered to the vehicle.**

Vehicles will be checked for permit status completely electronically.

Please no head-in parking, and only park in white designated stalls.

Please do not park in the staff, handicap/accessible,
or 20 minute parking stalls unless applicable.



**For any additional information, please contact:
College of the Sequoias District Police Department
(559) 730-3726
sandime@cos.edu**

Questions? call/text: (559)583.2500 email: hanford@cos.edu



How to Order Official Transcripts

Order Transcripts Online for Current Students

1. Go to **mygiant.cos.edu**
2. **Log in** using the beginning of your Student Email before the @giant.cos.edu and Password
3. Click on **Banner Web**
4. Click on **Student and Financial Aid**
5. Click on **Student Records**
6. Click on **Order Official Transcript**, site will prompt to open another window
7. Type in your information and **Submit** the order

Order Transcripts Online for Past Students

1. Go to **mygiant.cos.edu**
2. Click on "**Login to Banner Web directly**"
3. Type in Student Banner ID or SSN as the **USER ID** and 6-digit **PIN**
4. Click on **Student and Financial Aid**
5. Click on **Student Records**
6. Click on **Order Official Transcript**, site will prompt to open another window
7. Type in your information and **Submit** the order

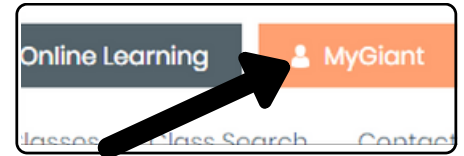
To access your "Unofficial Transcript", after clicking "Student Records", click "Print Unofficial Transcript" to view and print COS unofficial transcript.



How to Update Student Personal Information

1. Go to **mygiant.cos.edu**
2. **Log in** using the beginning of your Student Email as the username, everything before the @giant.cos.edu and Password

Example Email: John.doe@Giant.cos.edu. **Username:** John.doe



3. Click on **Banner Web**
4. Click on **Personal Information**
5. Click on **Update Addresses and Phones** or **Update E-mail Addresses**

*If any other personal information needs to be changed, such as corrections to name, date of birth, social security number etc., please visit any Student Services Office to complete a Personal Information Update Form.

Student Services Office Locations

HUB, Education Building,
Administration Office,
Vocational Building
Hanford Center:
(559) 583-2500

Student Services
Building A
Tulare Center:
(559) 688-3000

Sequoia South
Visalia Campus:
(559) 730-3727