

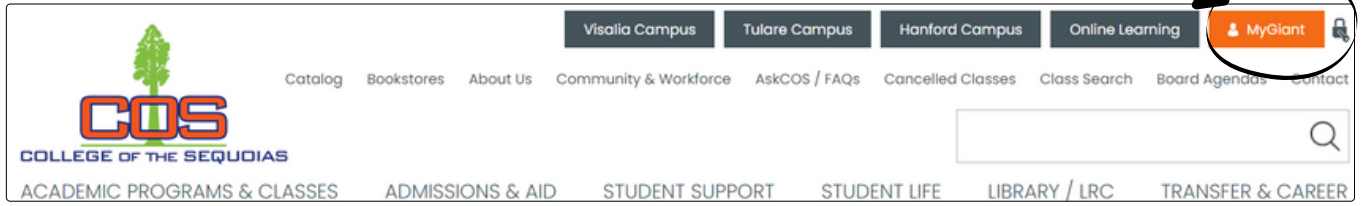


Class Registration Guide

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

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.

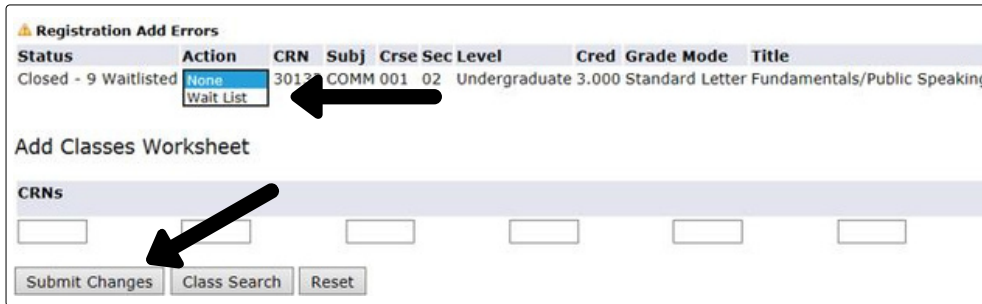
You should now see "Web Registered" next to the classes you are registered for.

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

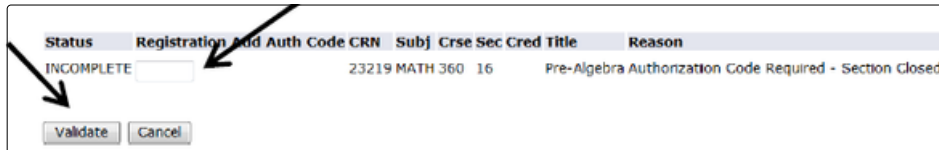
Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Add Code Instructions

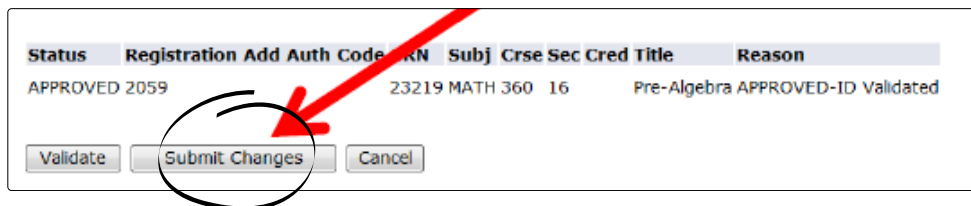
Once the instructor gives you an Add Code, follow Steps 1 through 8 on the first page of this guide. Enter the Add Code from your instructor in the available box, then click "Validate".



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.