Class Registration Quick Guide

Step 1: Go to cos.edu

Step 2: Click on the link to the Universal Login System.
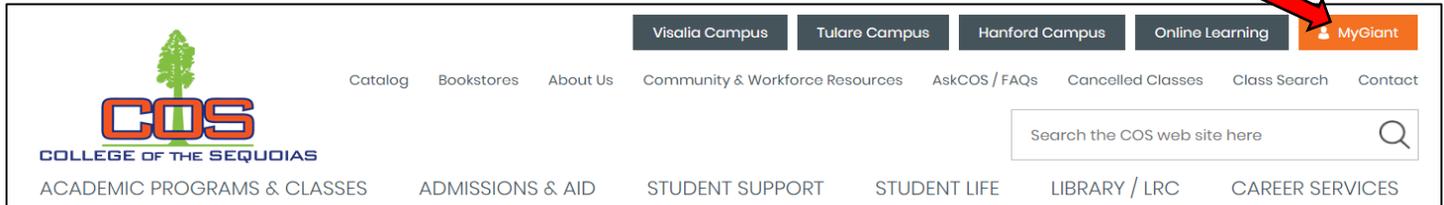
Step 3: Log in with your COS MyGiant email address, entering everything BEFORE the "@" symbol and password.

Step 4: Click on the "BannerWeb" icon

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"

*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.

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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	0133	30293	BIOL	020	04		Frontiers in Biology	Authorization Code Required - Section Classes Started

[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	0133	30293	BIOL	020	04		Frontiers in Biology	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.