How to ADD a Class Through BannerWeb

Step 1: Go to www.cos.edu and click **Orange Button MyGiant** (upper right hand corner on the website)

Visalia Campus	Tulare Campus	Hanford Campus	Online Learning	👤 MyGiant

Catalog   Bookstores   About Us   Community & Workforce   AskCOS / FAQs   Cancelled Classes   Class Search   Board Agendas   Contact
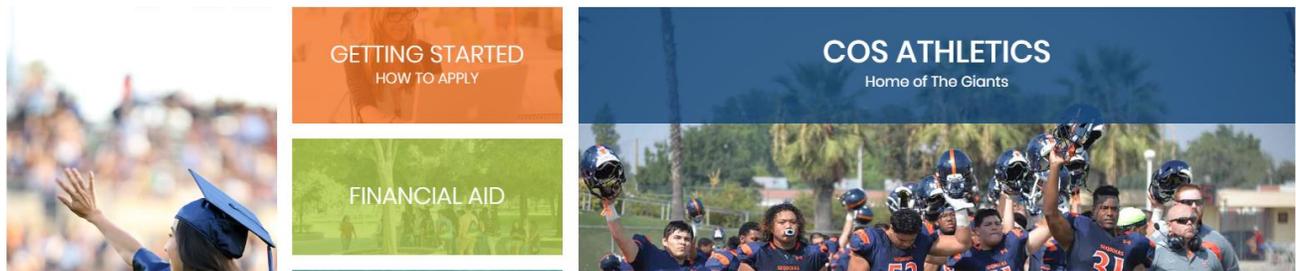
COLLEGE OF THE SEQUOIAS

Search the COS web site here 🔍

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

Click Here For Remote/Online Student & Faculty Resources (Canvas, Zoom, Etc.)

GETTING STARTED
HOW TO APPLY

FINANCIAL AID

COS ATHLETICS
Home of The Giants

Step 2: Username will be **COS Email Address**, then **Password**, click Login.

*If you do not know your Password, please see tutorial video MyGiant Login.
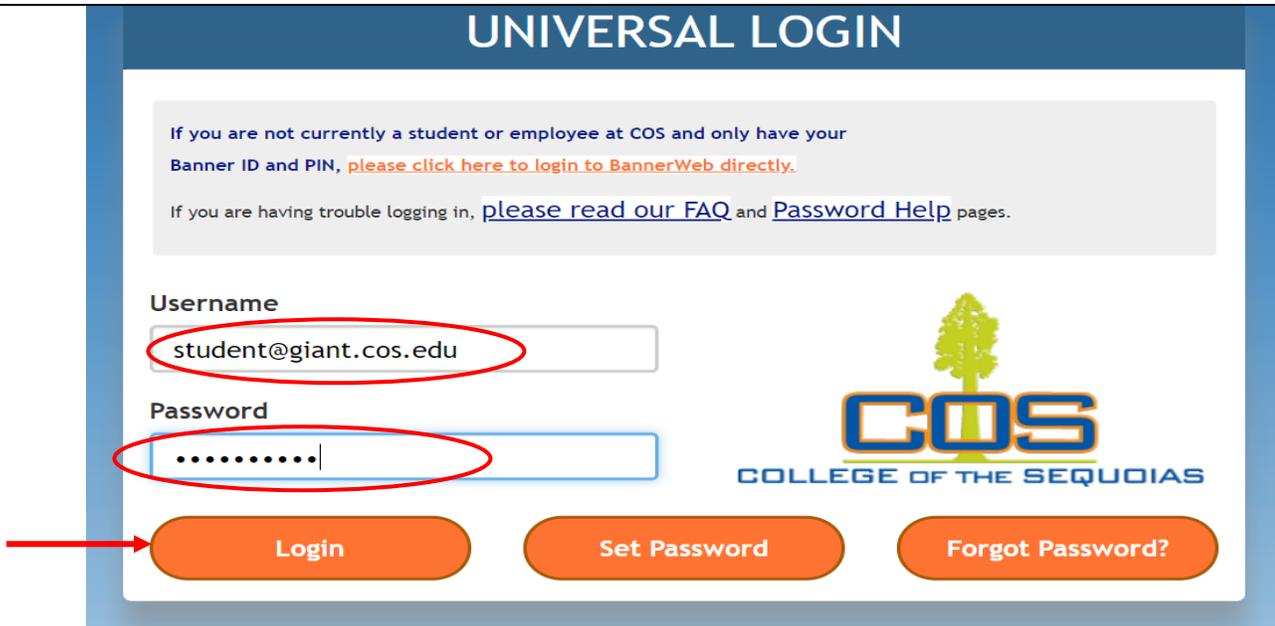
UNIVERSAL LOGIN

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

student@giant.cos.edu

Password

•••••••••

COS
COLLEGE OF THE SEQUOIAS

Login	Set Password	Forgot Password?

MyGiant Portal

Logged in as: *gstu5636@giant.cos.edu* | Log Out

Manage Your Account Settings

Search for application

[PROD] BannerWeb	Canvas	DegreeWorks	Giant Prints	My Library Account - OneSearch	Office 365 & Email	Active Calendar	Bookstore	Cancelled Classes
Career Coach	Directory	Library Databases	COS Athletics	COS.edu	Cranium Cafe	Maps & Parking	JobSpeaker	Foundation Scholarship

College of the Sequoias – Banner Web

Personal Information **Student Services** **COS Bookstore Link**

Search [_____] [Go]

Main Menu

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.

Make Credit Card Payment
Pay for your Classes by Credit Card.

Course Catalog
View COS Course Catalog

Scholarship Manager
Apply for Scholarships

Orientation
Click to access the COS online Orientation system

nelnet Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.
Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.

Step 6: Click **Add or Drop** Classes

Add or Drop Classes

Class Schedule
You can view or print your class schedule from here.

Order Your Books

Weekly Class Schedule
You can Check your Schedule and Check Instructor Office Hours.

Registration Status
View your **Registration** start date and time.

Student Detail Schedule

Term Selection

Make Credit Card Payment
Pay for your classes with a Credit Card.

Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.
Setup Nelnet Payment Plan / Pay your Old Debt with Nelnet Plan.

Step 7: **Select the Term:** Fall 2020 or Summer 2020, then **Click Submit** button.

Select a Term: Fall 2020 ▾

Submit

Please Note: After Step 7, you might be asked to do a student survey. **Answer ALL questions**, then **Click CONTINUE REGISTRATION AND CONTINUE REGISTRATION** one more time.

Step 8: Enter the 5 Digit CRN number for each class, click **Submit Changes** button.

The CRN number is on the Class Search. Make sure the selected CRN/Course does not have a time conflict with other classes; otherwise, you will get an Error Message on Banner. See tutorial video on Class Search.

ADD AND DROP CLASSES ON THIS PAGE FOR THE SELECTED TERM

- To add classes, enter the CRN's in the boxes below under "Add Classes
- If you receive an add code for a class you are still wait listed for, you n code, click "Validate" then once add code is approved, click "submit ch
- To drop classes, click the box under "Action" and highlight the drop op class.
- To be wait listed for a section, you must highlight "wait list" in the Acti

- Note: If you put yourself on the wait list for a course that 1) creates a tim prerequisite or 5) duplicates a course you are already registered for, or 6) if on more than one wait list for the same course and Banner automatically ad being on the wait list does not guarantee you a seat in the class. You must s followed for assigning add codes.

Click the "Submit Changes" box below the CRN's to complete all add:

If you are unsure of which classes to add, click Class Search to review the cl

"Click here to order your Textbooks on-line COS On-Line Booksto

Important Be sure to check your COS email for important updat communicate with your instructor.

Add Classes Worksheet

CRNs

| 10295 | | | |

Submit Changes   Class Search   Reset

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 03, 2020	None ▾	10295	DRAM	001	1	Visalia Undergraduate	3.000	Standard Letter	Intro to the Theatre

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Apr 03, 2020 12:18 pm

If class ADDED successfully, the Status will say **Web Registered**.

If class **NOT added,** then you will get a **Registration Add Errors Message (see picture below for example of message)**.
Time conflict = conflict with another class already added and/or trying add read message.
Prerequisite Error= could be you need to add support class for English and/or Math **OR** you need take a specific class before adding the course you are trying to add (i.e. Auto 136 has a prerequisite of Auto 130)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode
Web Registered on Apr 03, 2020	None ▾	10295	DRAM	001	1	Visalia Undergraduate	3.000	

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Apr 03, 2020 12:22 pm

⚠ **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Time conflict with CRN 10295	15879	MATH	010	0	Undergraduate	4.000	Standard Letter	Structure and Concep

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How to Waitlist for a Class

You will get a "Registration Add Errors" notice.
Click the Drop Down Arrow under **ACTION**, Select **Wait List,**
Click **Submit Changes** button at the bottom of page.

⚠ **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 3 Waitlisted	Wait List ▾	15566	BIOL	030	02	Undergraduate	4.000	Standard Letter	Human Anatomy
	None								
	Wait List								

How to Drop A Class

Click Drop Down Arrow under **Action**
Select **Drop/Delete**
Click **Submit Changes button** at the bottom of page

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 03, 2020	Drop/Delete ▾	10295	DRAM	001	1	Visalia Undergraduate	3.000	Standard Letter	Intro to the Theatre
	None								
	Drop/Delete								

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Apr 03, 2020 03:17 pm

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]
To protect you privacy, please Exit and close your browser when you are finished.

How to Print Class Schedule

College of the Sequoias – Banner Web

Step 1: Click the Grey Tab: **Student Services**

Personal Information	Student Services	COS Bookstore Link

Search [_____] [Go]

Step 2: Click Registration link

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.

Make Credit Card Payment
Pay for your Classes by Credit Card.

Step 3: Click Class Schedule link

Add or Drop Classes

Class Schedule
You can view or print your class schedule from here.

Order Your Books

Step 4: Select the Term: Fall or Summer or Spring, then **Click Submit** button.

Select a Term: Fall 2020

[Submit]

The **Class Schedule** will show courses **Registered and Waitlisted**.

Class Schedule

To protect your privacy, please Exit and close your browser when you are finished.

Registered:

CRN	Course	Title	Credits	Dates	Days	Times	Location	City	Instructor
10295	DRAM001	Intro to the Theatre	3	08/17 - 12/18	MWF	10:10am-11:00am	SAWTTH 320A	Visalia	Mangels, Christopher

Waitlisted:

Waitlist Rank	CRN	Course	Dates	Days	Times	Location	Instructor
No Waitlist Entries							