COS
COLLEGE OF THE SEQUOIAS

Giant Days Orientation

Summer 2020

RSVP now at cos.edu/giantdays

Spots fill quickly!

COS
COLLEGE OF THE SEQUOIAS

STEPS
How To Register for Classes

Table of Contents

Thank you for choosing COS!

Registering for Classes

After you log in, choose "Add or Drop" under the Registration heading and **enter the CRN** in the box at the bottom of the page. You may enter more than one class at a time. After that, hit "**Submit Changes**".

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 Worksheet." (Classes already reg
- If you receive an add code for a class you are still wait listed for, you must click the drop down arrow u Enter the add code, click "Validate" then once add code is approved, click "submit changes to complete
- To drop classes, click the box under "Action" and highlight the drop option available. If no options are lis to drop the class.
- To be wait listed for a CLOSED section, you must highlight "wait list" in the Action Box and click the "Su status of "WL."

- Note: If you put yourself on the wait list for a course that 1) creates a time conflict in your schedule, 2) is unmet prerequisite 5) duplicates a course you are already registered for, or 6) if you have any holds on you eligibility. If you are on more than one wait list for the same course and Banner automatically adds you to an the same course. **Remember,** being on the wait list does not guarantee you a seat in the class. You must st seats are available, the wait list priority will be followed for assigning add codes.

Click the "Submit Changes" box below the CRN's to complete all adds and drops. Review the "Status"

If you are unsure of which classes to add, click Class Search to review the class schedule.

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

Important Be sure to check your COS email for important updates regarding your classes. If yo will communicate with your instructor.

Add Classes Worksheet

CRNs

| 20031 | | | | | |

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

[View Holds]

Logging In To MyGiant

You must log in to Banner Web to add classes to your schedule. First, go to www.cos.edu, and choose the **COSMyGiant** icon in the top right.

Next, choose the Banner icon in your MyGiant account.

High School vs College

High School

- Classes are automatic and picked for you

- Whole year of the same classes: starts in August and ends in May/June

- The school calls home when you miss class

- The school contacts your parents when you fall behind in your classes

College

- You pick your own classes: Days and times

- Semester system: Classes from August to December THEN pick a whole new set of classes to begin in January! This means the classes go FAST!

- You are responsible for showing up

- You must seek out Tutorial services and other resources

Important Terms

Academic Probation: A student is placed on Academic Probation when he or she does not achieve a minimum grade point average of 2.0 ("C").

Banner ID: This is your student ID number that you will use to identify yourself on campus and access student services.

Important Terms

Banner Web: This is what you will use to add classes to your schedule, find out your Financial Aid information, print out transcripts, and much more.

Canvas: This is an online course management system that you will use if you take online classes here at COS. Its basically an online classroom.

Course Repetition: A course may be repeated 2 times to improve a grade below a "C", including a "W" (When you drop a class, you get a "W")

FAFSA: The Free Application for Federal Student Aid, you will use this application to apply for Financial Aid.

Giant Email: This is the email we will use for all correspondence. It is found by accessing your MyGiant account. CHECK THIS REGULARLY!

Placement Scores: Your answers to the high school supplemental questions places you into the English or math class that is most appropriate for your skill level.

Prerequisite: A class you must take (and pass) to build your skills in order to take the next class in a sequence. (ex. ENG 1 before ENG 2)

Progress Probation: Students are placed on progress probation when they have not completed 51% of their cumulative units attempted.

Student Education Plan (SEP): An SEP is 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.

Unit: 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.

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.

Finding Classes

After you choose the day/time you want for your class, write down the **CRN** number.
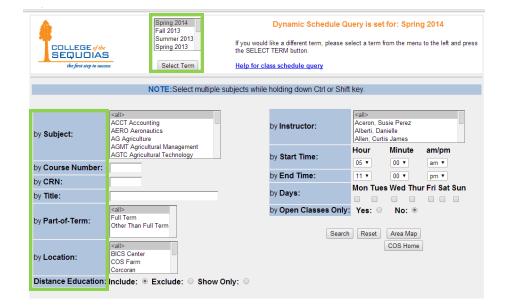
COLLEGE of the SEQUOIAS
the first step to success

Term displayed: Spring 2014 - For specific course info...

ACCT - Accounting

ACCT 001 - Financial Accounting Lecture and/or Discussion

Status	Crn	Cred	Meeting Time			Date
In Progress	20031	4.0	M W		08:10am - 10:00am	01/13-05/22
In Progress	20032	4.0	T R		06:10pm - 08:00pm	01/13-05/22
In Progress	24259	4.0	T R		08:10am - 10:00am	01/13-05/22
In Progress	24264	4.0	M W		01:10pm - 03:00pm	01/13-05/22
In Progress	24781	4.0	M		06:10pm - 10:00pm	01/13-05/22
In Progress	25044	4.0	W		05:30pm - 09:20pm	01/13-05/22

ACCT 001 - Financial Accounting Online

Status	Crn	Cred	Meeting Time	Date
In Progress	20033	4.0	TBA	01/13-05/22
In Progress	22908	4.0	TBA	01/13-05/22

ACCT 002 - Managerial Accounting Lecture and/or Discussion

Status	Crn	Cred	Meeting Time			Date
In Progress	23997	4.0	T R		01:10pm - 03:00pm	01/13-05/22

ACCT 002 - Managerial Accounting Online

Status	Crn	Cred	Meeting Time	Date
In Progress	20034	4.0	TBA	01/13-05/22

ACCT 101 - Essentials of Accounting Lecture and/or Discussion

Status	Crn	Cred	Meeting Time			Date
Cancelled	25040	5.0	M W		02:10pm - 04:25pm	01/13-05/22

ACCT 210 - Computer Accounting Online

Status	Crn	Cred	Meeting Time	Date
In Progress	23883	3.0	TBA	01/13-05/22

Finding Classes

Make sure you have the search set for the **correct term**, and from there you can choose classes based on **subject, location, instructor, start time, and other options**.

Seeing a Counselor

Counseling is possibly the most important thing to understand while you are in college, as there are key times when you MUST meet with a counselor.

Times when you need to meet with a counselor:

- **During your first semester to create a comprehensive SEP (Student Education Plan).**

  Your SEP is your road map to your academic goal, so it makes sense that we require you to complete a full one during your first semester. Failure to make this appointment will result in a HOLD on your registration!

- **If you change your major or goal**

  Did you know that CSUs and UCs require different education plans? To keep you on track, it is important to notify your counselor if your plans change, so we can keep you making progress toward your goal.

- **When it's time to graduate or transfer**

  Imagine getting ready to graduate, and finding out you CAN'T because you didn't file the graduation application with your counselor…don't let that happen to you!

- **Basically, it's important to meet with your counselor frequently to keep you on track and successful.**

Course Numbering

1-99:

These classes are recognized by the **UC System and CSU system**. (See UC Transfer Course List for unit limitations).

1-199:

These classes are recognized by the **CSU** system and most other four-year colleges and universities, but NOT UC's.

1-299:

These classes are Associate degree applicable. These courses may be accepted by some colleges in certain majors, (if provided for in an articulation agreement).

300-399:

These classes are college credit, Non-degree applicable - graded on an "A," "B," "C," and "Pass/No Pass" basis.

400:

These courses are Noncredit

For specific course articulation (equivalency), consult www.assist.org, the Counseling Office or the Transfer Center.

Finding Classes

After reviewing your Student Education Plan, you can look up the class schedule for available classes.

English and/or Math Classes With Support

How do I know I need support with my English and/or Math class?

The Student Educational Plan (SEP) will indicate if you need a support class for English and Math. **Example:** English 1 and English 301. English 301 is the support class for English 1.

How do I search for English and/or Math support classes?

Search for English/Math classes as you normally would for other classes. Once class sections are displayed, pay attention to Course/Class Title and Letters in RED. You will choose from the "Lecture/Discussion w/ Support" section.

Adding Classes with Support

Once you have selected a day and time for English/ Math, <u>click</u> on the blue CRN (5-digit number).

<u>Next</u>, a pop-up box will come up. Scroll down withing the pop up box until you see SECTION COREQUISITES.

<u>Make sure</u> you write both CRN's down! You will enter both CRN's together in your Add/Drop classes page. See the "Registering for Classes" page.

LOOK UP your support class in class search to make that it does not conflict with other classes.