The Helpful Guide to Being a CSCC Cougar

How to Find Your Username, Cougar ID, and Password: (For Technical Support call 614-287-5050)

- 1. Visit password.cscc.edu
- Click "Discover My Login Name/password" or "Discover My Cougar ID." Enter your information and click "Discover."
- 3. Follow the on-screen directions to create your password.

How to Login to CougarWeb:

(For Technical Support call 614-287-5050)

- 1. Visit cougarweb.cscc.edu
- On the right-hand side of the page highlighted in blue click "CougarWeb for Students."
- 3. On the bottom menu, click "Log In."

How to Access ALEKS Math Placement Assessment:

- Log into CougarWeb. Under the heading, Placement Test, choose "Access ALEKS PPL (Placement, Preparation, and Learning)."
- 2. Under the heading "Active", click "CSCC Mathematics Placement" link.
- 3. Take Survey and continue to follow the directions.

How to Access Your CSCC Email:

- Visit cscc.edu
- 2. Click on "Email" in the upper right-hand corner.
- 3. Click on "Email Office 365".
- 4. Enter CSCC Email address (username@student.cscc.edu) and Password (same as CougarWeb).

How to Register for a Parking Pass

Log into CougarWeb. Under the heading, *Additional Services*, follow these 3 steps to order your Parking Pass.

Step 1. Vehicle Registration

Step 2. Order Parking Permit (check the box to order a permit AND the box acknowledging tuition and fees)

Step 3. Pay for Parking from the CougarWeb student menu (Manage my Account). Parking is monitored by your vehicle's license plate. There is no physical permit.

How to View you Financial Aid Award Status: (Financial Aid to disperse 10 days before start of term)

- Log into your CougarWeb account. Under the Complete Financial Aid Steps heading, click "Financial Aid Self-Service." A new tab will open.
- Click on Financial Aid at the top and click on "My Awards" (make sure the award year is correct).

How to View/Pay Your Bill:

(Fees are due in full 5 days prior to the start of the term)

- 1. Log into CougarWeb. Under "Financial Information," click "Manage My Account." A new tab will open.
- 2. Your balance will then show.
- Click on "Student Finance" and click "Make a Payment."
 Check the box to the left of your balance. You may edit the amount you wish to pay. Above the Balance select payment method and proceed to payment.
- 4. Click on "Pay Now".

How to Enroll in the Extended Payment Plan:

- Log into your CougarWeb account. Under the Financial Information heading, click "Manage My Account" (A new tab will open.)
- Click "Create Payment Plan," choose the appropriate term, and click "Continue."
- 3. Choose plan, agree to terms, and select "Submit."

How to Access My Academic Plan:

- Log into CougarWeb at cougarweb.cscc.edu. Click "Degree Audit/My Academic Plan"
- Sign in with your username (ex. asmith123) and password (same as CougarWeb)
- Click on "Plans" and then click on the plan name (ex. Lastname.Firstname.AU20.MAP)
- 4. Click on the term to view courses

How to Register for Classes:

- Log into CougarWeb at cougarweb.cscc.edu. Click "Registration Self-Service (New)"
- 2. Select "Search for Courses" Then enter the course information in the "Advance Search" fields.
 - a. TIP: Always select the term. EX. Autumn 2020
 - b. TIP: Insert course name and number. *EX. ENGL* 1100
- View available sections. Once the course is selected, click "Add to Schedule Builder." Repeat for more courses.
- 4. Once all your classes have been added to the Schedule Builder on the Academics tab, click "Add & Drop Classes / View Schedule." Review your schedule. Finalize your schedule by clicking "Register Now."

Click here to view a tutorial.

How to View Your Schedule:

- Log into CougarWeb. Under the Academic Profile heading, click "My Schedule."
- 2. Using the drop-down box, choose the appropriate term.

How to Get your Student ID:

(Fees must be paid first)

 First time students must bring a valid government ID (such as a Driver's License) to the Lower Level of Madison Hall to receive Student ID.

How to Access Blackboard:

(Class assignments, announcements, and due dates, access given 3 days prior to the start of the semester)

- Visit <u>cscc.edu</u>
- 2. Click on "Blackboard" in the upper right-hand corner.
- 3. Enter your CSCC Username and Password. Click Login.
- 4. The menu at the top will provide navigation to specifictabs like My Courses, My Organizations, and My CSCC.

How to Set up Direct Deposit:

 Log into your CougarWeb account. Under the Financial Information heading, click "Bank Information (U.S)" Enter information, agree to terms, and select "Submit."

How to Register for RAVE Text Messages and Alerts:

- 1. Once you register for courses, visit <u>getrave.com/login/cscc</u>
- Enter your Username (same as CougarWeb) and Password.
- Under the Mobile Phone Section on the right, click "ADD."
- 4. Enter your 10 digit cell phone number. Click "continue."
- 5. Double check the cell phone carrier information is correct, click "continue," and leave window open.
- You will receive a text message with a 4-digit confirmation code. You will enter that confirmation code into the online system and click "continue."

How to Find Required Books:

- Log into your CougarWeb account. Under the Forms and Information heading, click "Buy Books." The bookstore website will open in a new tab.
- Choose "Textbooks and Course Materials" at the top. Select the appropriate term, department (subject-ENGL), course number (1100), and section (001). Click "Add/Update Items in Cart."
- Add required books to your cart. Click "Continue shopping" Repeat step 3 for each registered course.
- 4. Choose "View Cart" and "Check Out." Follow the onscreen directions throughout the checkout process.

How to use 24/7 Online Tutoring (NetTutor): Logging into NetTutor

- 1. Log in to Blackboard.
- 2. Go to a course you are currently enrolled in.
- Click the button with the green and black "n" below your name in the upper right-hand corner. First-time users will need to "Accept and Continue" the End User License Agreement.
- 4. Choose the subject in which you want tutoring.

For Peer Tutoring visit: cscc.edu/services/peertutoring

Your subject not offered? Request a Peer Tutor with these 2 steps:

- 1. Complete the "Request a Tutor" form and return them to the Peer Tutoring Coordinator in WD 1095
- Schedule an appointment with the Peer Tutoring Coordinator, Lynn Giese, by calling 614-287-2474 or email at lgiese@cscc.edu

How to Connect your Smartphone to CSCC Email: For Androids:

- Go to the "Play Store" app then search for "Microsoft Outlook" and click "Install".
- 2. Open the newly installed app.
- 3. Email: Full email address (username@student.cscc.edu)
- 4. Password: Same as CougarWeb
- 5. Sign in

For iPhones:

- 1. Go to the "App Store" app then search for "Microsoft Outlook" and click the download icon.
- 2. Open the newly installed app.
- 3. Email: Full email address (username@student.cscc.edu)
- 4. Password: Same as CougarWeb
- 5. Sign in

How to Find and Use the Directory:

- 1. Visit <u>cscc.edu</u>. Click "*Directory*" in the top right corner.
- 2. Type person's "Last name" or "First name" and click "Search".

How to Enroll in the Deferred Payment Options: (Deadlines are firm. A \$115 non-refundable fee applies.)

- Log into your CougarWeb account. Under the Financial Information heading, click "Extended Payment Plan and Payment Deferral Option"
- Click "Payment Deferral Option Information" and read all the information
- 3. Follow the "Payment Deferral Option Tutorial"

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How to Find Important Dates and the Academic Calendar:

- 1. Visit cscc.edu
- 2. Click the "Academics" drop down menu
- 3. Choose "Academic Calendar."
- Scroll down the page to the current semester you are in and select "Academic Calendar / Dates and Deadlines"
- 5. Select "Printable (semester you are in) Calendar"

How to Drop a Course:

- Log into CougarWeb at cougarweb.cscc.edu. Click "Registration Self-Service"
- 2. Select, "Drop Courses"
- 3. Click, "drop" on the courses you may want to drop Learn about how dropping a class may effect academic, financial, and other aspects of your education by visiting

acts About Dropping.

How to Change your Major:

Call the Telephone Information Center at (614) 287-5353

Submit Program of Study Update Form at Student Central, Madison Hall Upper Level

How to View your DARS (Degree Audit Report):

- 1. Log in to CougarWeb. Under "Academic Profile" click "My Degree Audit". Log in with username and password.
- 2. Your active major will default. This major will be listed under "Title." An example of this would be "Associate of Arts." If this is the correct major audit you wish to view, click "click run declared programs" at the bottom left of the page. If this is not the correct major audit, you will want to click "Select a different program", use the drop down to select the degree, program and catalog year. Click "Run Different Program."
- 3. Click "View Audit" to view your DARS.
- 4. On the top left of the page click "Open All Sections."

How to Submit Official High School/College Transcripts:

- 1. Please submit official transcripts from <u>ALL</u> institutions attended, however an academic advisor can use unofficial transcripts, advising reports, or grade reports to help you get started with course recommendations.
- Contact the institution(s) you attended. Submit a request to send an <u>OFFICIAL</u> copy to Columbus State Community College. This could be through your student portal (i.e. Carmen), an outside transcript company (i.e. Parchment Exchange), or a paper form through their Records office.
- The official transcript should be sent to Columbus State Community College, ATTN: Office of the Registrar, 550 E. Spring St., Columbus OH 43215. An official transcript evaluation can take up to 4 weeks to be processed by Records
- If you as a student receive an official transcript in the mail, you can bring the <u>UNOPENED</u> copy to an academic advisor to submit officially or submit it officially in person to Student Central, Madison Hall Upper Level.

How to Submit Health Records

- 1. Visit cscc.edu/services/health-records.shtml
- 2. Select the course or degree you will be completing.
- 3. Print form. Take to doctor's office to be filled out.
- Submit form to the Health Records office located in Union Hall, Room 132. Please allow 5 -10 business days to process the health record before registering for the course.