

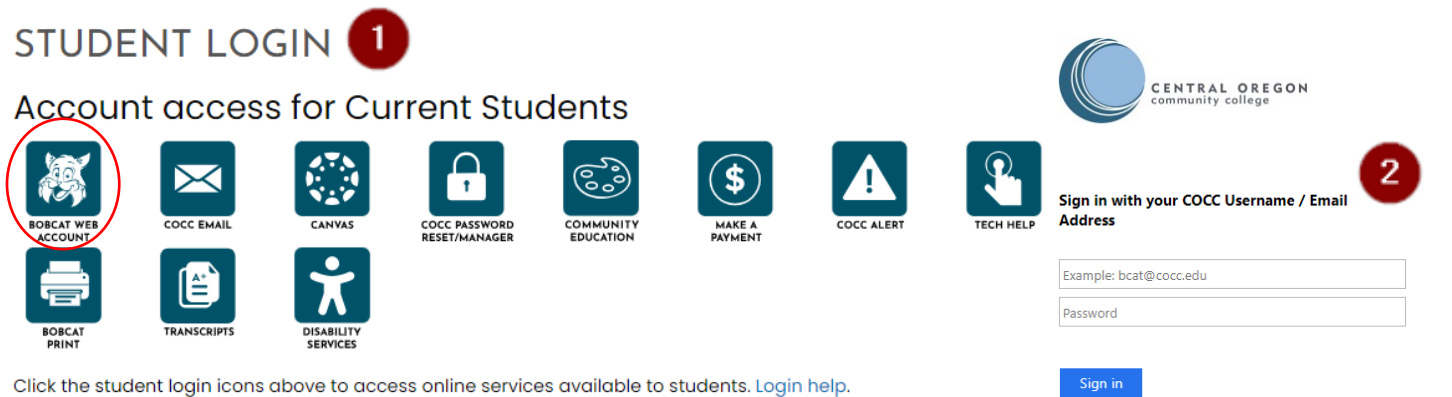
Web Registration Instructions



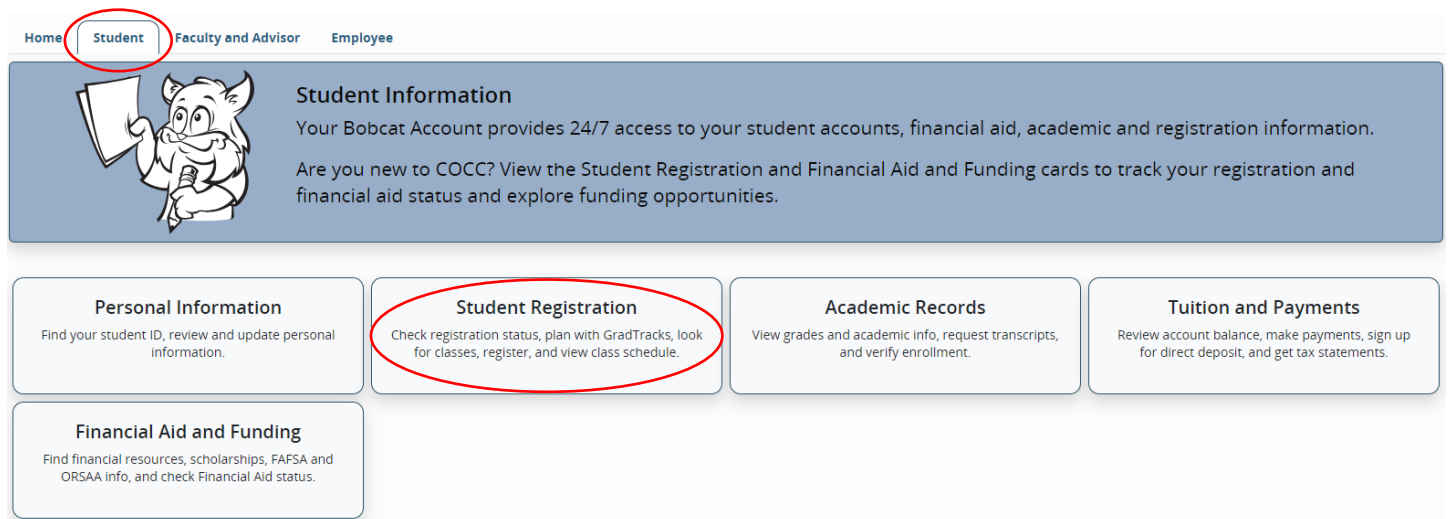
1. Select Student Login



2. Select Bobcat Web Account and sign in with your COCC email and password



3. Select Student tab and click Student Registration



4. Select Class Registration

Student Registration



For assistance, please contact Admissions and Records at welcome@cocc.edu or 541.383.7500.

Registration Status

Check registration date and ability to register.

GradTracks

Track degree/certificate progress, plan ahead, and view advisor.

Class Registration

Find, register, and drop classes.

Textbooks

Order online from the COCC Bookstore.

High School Options

View your Expanded Options or other high school program status.

Placement Assessment

Check your placement level and scores, online course orientation status, and other tests/assessments.

5. Select Register for Classes



[Student](#) • [Registration](#)

Registration

What would you like to do?



Register for Classes

Search and register for your classes. You can also view and manage your schedule.



Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



Class Search

Looking for classes? In this section you can browse classes you find interesting.



View Registration Information

View your past schedules and your ungraded classes.

6. Select the Term and Continue

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community college

[Student](#) • [Registration](#) • [Select a Term](#)


Select a Term

Terms Open for Registration
Fall 2023

Continue

7. Select the Enter CRNs tab

- Enter the 5-digit CRNs (located in the [online class schedule](#))
- Use “+ Add Another CRN” for additional CRN entries
- Click **Add to Summary**

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[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN 40078 Human Nutrition FN 225, 01

CRN 45761 Composition I WR 121Z, 0

CRN |

+ Add Another CRN Add to Summary

7. Select the **Enter CRNs** tab (continued...)

- Within “Summary” choose your **Action & Submit**

Summary Tuition and Fees

CRN	Class Informati	Credi	Title	Delivery Method	Status	Action	
45761	WR 121Z, 0	4	<u>Composition I</u>	In-Person	Pending	Register	
40078	FN 225, 01	4	<u>Human Nutrition</u>	In-Person/Online	Pending	Register	

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19

Submit

- **Status** Column
- You will see “Registered” if successfully registered
- You will see “Waitlist” if successfully waitlisted

Summary Tuition and Fees

CRN	Class Informati	Credi	Title	Delivery Method	Status	Action	
45761	WR 121Z, 0	4	<u>Composition I</u>	In-Person	Registered	None	
40078	FN 225, 01	4	<u>Human Nutrition</u>	In-Person/Online	Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 19

Submit

7. Select the **Enter CRNs** tab (continued...)

- If you receive an error message:
- Take appropriate **“Action”**
- Click **“Submit”** again to be waitlisted

! ART 115 CRN 45456: Class full, 0 on waitlist.
Submit Changes to be added to waitlist.

Summary							Tuition and Fees
CRN	Class Information	Credits	Title	Delivery Method	Status	Action	⚙️
45456	ART 115, 0	3	Basic Design: 2-D	In-Person	Errors Preventing...	Wait List	
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	None	
40078	FN 225, 01	4	Human Nutrition	In-Person/Online	Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 19

Submit

- **Status** Column
- You will see **“Registered”** if successfully registered
- You will see **“Waitlist”** if successfully waitlisted

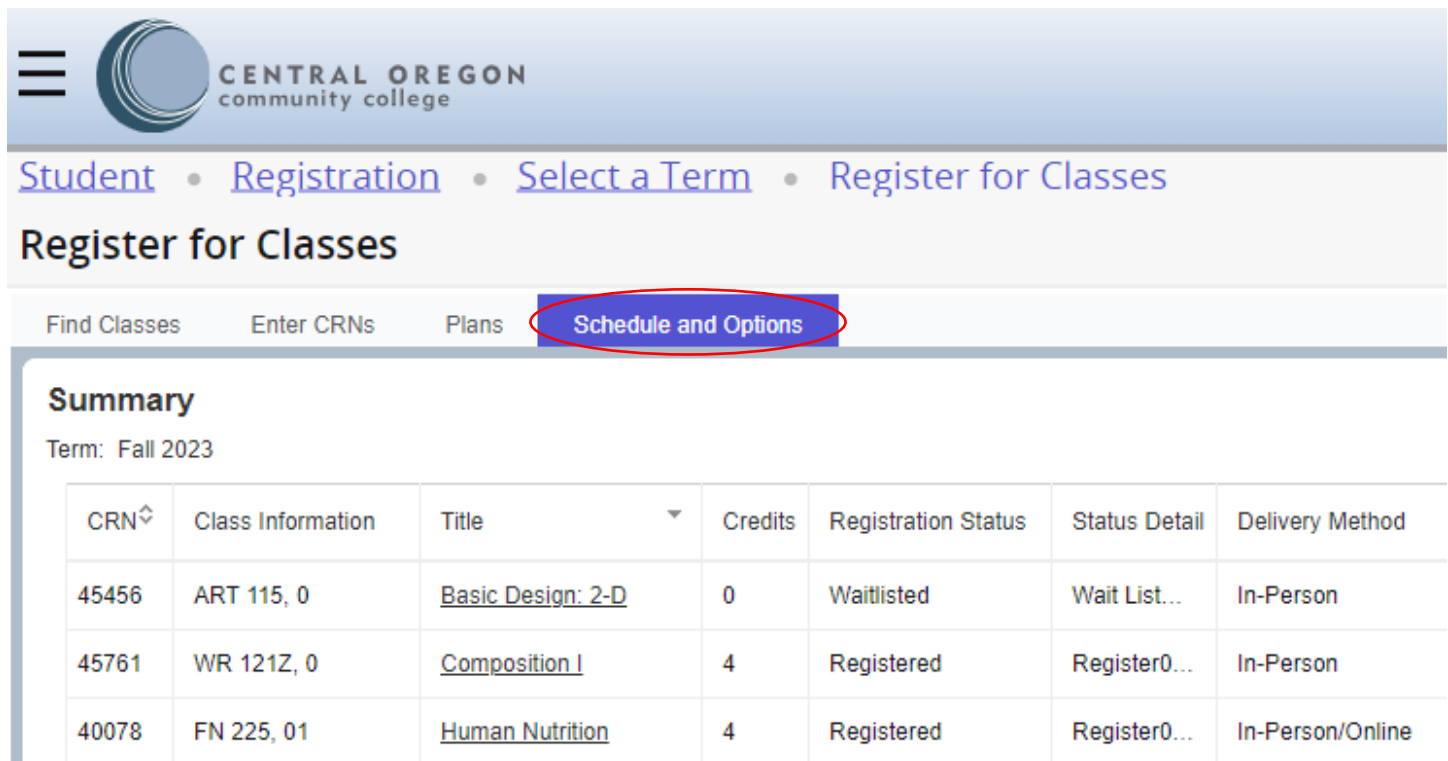
Summary							Tuition and Fees
CRN	Class Information	Credits	Title	Delivery Method	Status	Action	⚙️
45456	ART 115, 0	0	Basic Design: 2-D	In-Person	Waitlisted	None	
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	None	
40078	FN 225, 01	4	Human Nutrition	In-Person/Online	Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 19

Submit

8. View your Student Detail Schedule

- Click **Schedule and Options** tab
- View your Summary



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Register for Classes

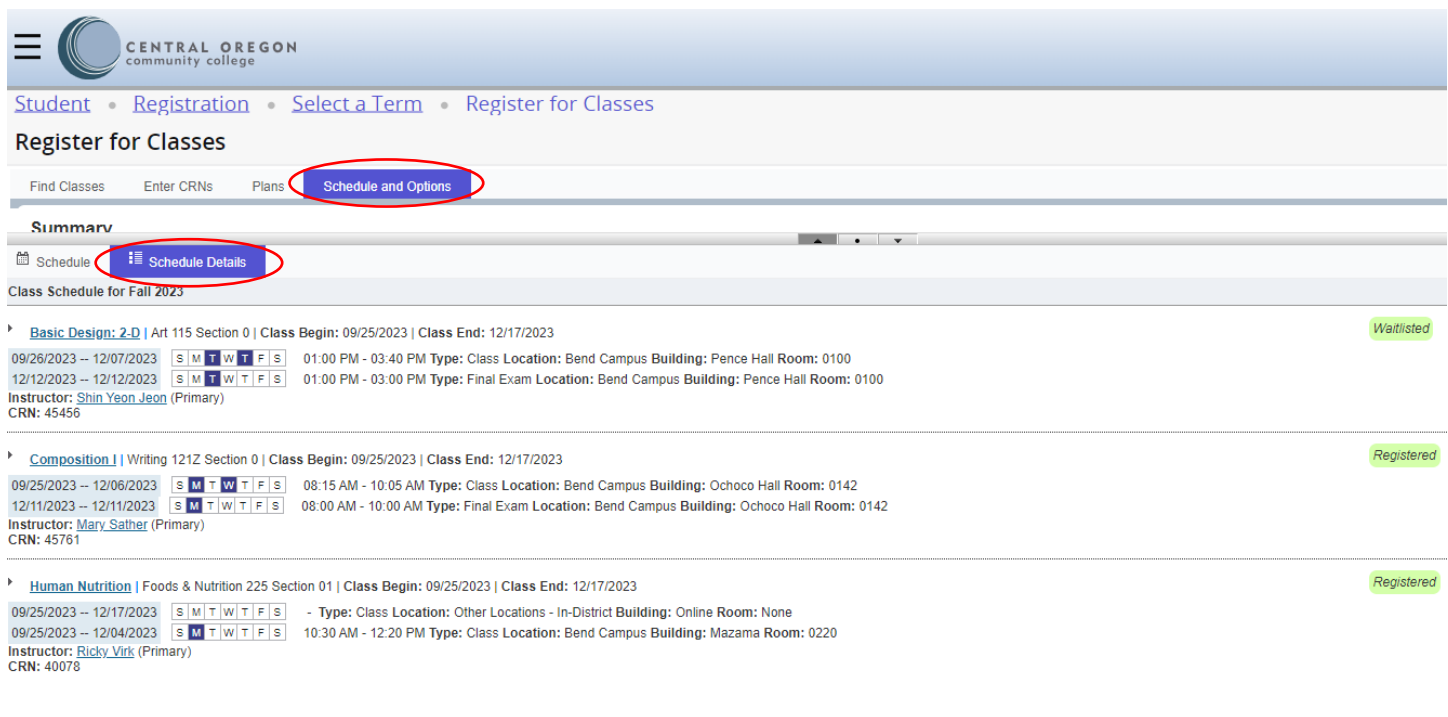
Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: Fall 2023

CRN	Class Information	Title	Credits	Registration Status	Status Detail	Delivery Method
45456	ART 115, 0	Basic Design: 2-D	0	Waitlisted	Wait List...	In-Person
45761	WR 121Z, 0	Composition I	4	Registered	Register0...	In-Person
40078	FN 225, 01	Human Nutrition	4	Registered	Register0...	In-Person/Online

- View essential course details (time, dates, etc.)



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Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

[Schedule](#) **Schedule Details**

Class Schedule for Fall 2023

Basic Design: 2-D | Art 115 Section 0 | Class Begin: 09/25/2023 | Class End: 12/17/2023 Waitlisted

09/26/2023 -- 12/07/2023 S M T W T F S 01:00 PM - 03:40 PM Type: Class Location: Bend Campus Building: Pence Hall Room: 0100
12/12/2023 -- 12/12/2023 S M T W T F S 01:00 PM - 03:00 PM Type: Final Exam Location: Bend Campus Building: Pence Hall Room: 0100
Instructor: [Shin Yeon Jeon](#) (Primary)
CRN: 45456

Composition I | Writing 121Z Section 0 | Class Begin: 09/25/2023 | Class End: 12/17/2023 Registered

09/25/2023 -- 12/06/2023 S M T W T F S 08:15 AM - 10:05 AM Type: Class Location: Bend Campus Building: Ochoco Hall Room: 0142
12/11/2023 -- 12/11/2023 S M T W T F S 08:00 AM - 10:00 AM Type: Final Exam Location: Bend Campus Building: Ochoco Hall Room: 0142
Instructor: [Mary Sather](#) (Primary)
CRN: 45761

Human Nutrition | Foods & Nutrition 225 Section 01 | Class Begin: 09/25/2023 | Class End: 12/17/2023 Registered

09/25/2023 -- 12/17/2023 S M T W T F S - Type: Class Location: Other Locations - In-District Building: Online Room: None
09/25/2023 -- 12/04/2023 S M T W T F S 10:30 AM - 12:20 PM Type: Class Location: Bend Campus Building: Mazama Room: 0220
Instructor: [Ricky Virk](#) (Primary)
CRN: 40078

9. Sign Out / Exit

- Click **Profile Icon**
- Click **Sign Out** to sign out of your Bobcat account before you leave
- Close your browser



Having trouble with your registration? Contact Admissions at 541-383-7500 or email welcome@cocc.edu.

Web Registration Instructions

Navigate to the Registration screen

1. Login to your **Bobcat Web Account**
2. Select the **Student** tab & **Student Registration** option
3. Select the **Class Registration** option
4. **What would you like to do?**
 - Register for Classes
 - Class Search
 - Plan Ahead
 - View Registration Information

NOTE: Before you can register for credit classes, you must complete all required steps of application, placement, and advising. You cannot register if you have any balance due, library, or other holds.

Add a Class (or classes)

1. Enter the five-digit CRN in the **Enter Course Reference Numbers (CRNs) to Register**
2. After all CRNs have been added, click the **Add to Summary** button
3. Within **Summary & Action** column, choose *Register* and click *Submit*

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN 45866 Basic Design: Color ART 116, 0

CRN |

+ Add Another CRN **Add to Summary**

Summary Tuition and Fees

CRN	Class Information	Credits	Title	Delivery Method	Status	Action	
45866	ART 116, 0	3	<u>Basic Design: Color</u>	In-Person	Pending	Register	
45456	ART 115, 0	0	<u>Basic Design: 2-D</u>	In-Person	Waitlisted	None	
45761	WR 121Z, 0	4	<u>Composition I</u>	In-Person	Registered	None	
40078	FN 225, 01	4	Human Nutrition	In-Person/Online	Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 19

Submit

Check your registration status

1. Locate the **Summary** section
2. The **Status** column will list your registration status
 - Registered: CRN 45866 (ART 116), CRN 45761 (WR 121Z), CRN 40078 (FN 225)
 - Waitlisted: CRN 45862 (ART 115)
3. **Errors Preventing Registration:** Classes NOT added to Schedule
 - Error: CRN 45862 (ART 101)

CRN	Class Information	Credits	Title	Delivery Method	Status	Action
45862	ART 101, 0	4	<u>Intro to the Visual Arts</u>	In-Person	Errors Preventing...	Remove
45866	ART 116, 0	3	<u>Basic Design: Color</u>	In-Person	Registered	None
45456	ART 115, 0	0	<u>Basic Design: 2-D</u>	In-Person	Waitlisted	None
45761	WR 121Z, 0	4	<u>Composition I</u>	In-Person	Registered	None
40078	FN 225, 01	4	<u>Human Nutrition</u>	In-Person/Online	Registered	None

! [ART 101 CRN 45862: Time conflict with CRN 40078](#)

! [ART 101 CRN 45862: Class full, 0 on waitlist. **Submit Changes** to be added to waitlist.](#)

Summary

[Tuition and Fees](#)



Wait List

1. If a class is full, you will see an **Attention** message like the one below.
2. To add yourself to the wait list, make sure **Wait List** is selected from the Action column and click **Submit** for a second time.

! ART 115 CRN 45456: Class full, 0 on waitlist.
Submit Changes to be added to waitlist.

Summary Tuition and Fees

CRN	Class Information	Credits	Title	Delivery Method	Status	Action	
45456	ART 115, 0	3	Basic Design: 2-D	In-Person	Errors Preventing...	Wait List	
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	None	
40078	FN 225, 01	4	Human Nutrition	In-Person/Online	Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 19

Submit

Drop a Class (or classes)

1. Navigate to the Registration Screen
2. Identify the class you wish to drop in **Summary**
3. Use the drop-down arrow in the **Action** column and select **Drop**
4. Click the **Submit** button

Summary Tuition and Fees

CRN	Class Information	Credits	Title	Delivery Method	Status	Action	
45456	ART 115, 0	0	Basic Design: 2-D	In-Person	Waitlisted	None	
45866	ART 116, 0	3	Basic Design: Color	In-Person	Registered	Drop	
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	None	
45862	ART 101, 0	0	Intro to the Visual Arts	In-Person	Waitlisted	None	

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 19

Submit

If **drop** is not available in the **Action** menu, please call 541-383-7500 for assistance.

Audit a Class (or classes)

1. Navigate to the Registration Screen
2. Identify the class you wish to audit in **Summary**
3. Use the drop-down arrow in the **Action** column and select **Audit**
4. Click the **Submit** button

Summary							Tuition and Fees
CRN	Class Informati	Credi	Title	Delivery Method	Status	Action	
45456	ART 115, 0	0	Basic Design: 2-D	In-Person	Waitlisted	None	
45866	ART 116, 0	3	Basic Design: Color	In-Person	Registered	Drop	
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	Audit	
45862	ART 101, 0	0	Intro to the Visual Arts	In-Person	Waitlisted	None	

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 19

Submit

If **audit** is not available in the **Action** menu, please call 541-383-7500 for assistance.

I have registered for classes, now what should I do?

1. Scroll to the **Summary** section
2. Click on **Tuition and Fees**
3. An additional box will appear with Tuition and Fees for registered courses

Summary Tuition and Fees						
CRN	Class Informati	Credi	Title	Delivery Method	Status	Action
45456	ART 115, 0	0	Basic Design: 2-D	In-Person	Waitlisted	None ▼
45866	ART 116, 0	0	Basic Design: Color	In-Person	Deleted	None ▼
45761	WR 121Z, 0	4	Composition I	In-Person	Registered	None ▼
45862	ART 101, 0	0	Intro to the Visual Arts	In-Person	Waitlisted	None ▼

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 19

Submit

Tuition and Fees for Fall 2023

The total here does not represent everything you owe. Please see your account information for a detailed view of your account.

Code	Description	Amount	(USD)	⚙️
GASF	Student Activities Fee		\$7.00	
GCRL	Credit Lab Fee		\$0.00	
GCRT	Credit Tuition		\$472.00	
GTEF	Technology Fee		\$70.00	
Total:			\$549.00	

Total Credit Hours: 4

Close

Common registration issues

1. The on-screen error identifies why you were not able to register courses.
2. You must fix any issues, and then add CRNs again.
3. The problem is described within the error notice and within the **Status** column of the Summary section:

❗ [ART 101 CRN 45862: Time conflict with CRN 40078](#)

❗ [ART 101 CRN 45862: Class full, 0 on waitlist. Submit Changes to be added to waitlist.](#)

Time Conflict

1. This means that you chose two courses, which overlap.
2. You must choose only one CRN, or get a Time Override from instructors of **both** classes prior to registering for the second class.
3. To select only one CRN:
 - If the CRN you want is listed under **Summary** as *Registered*, you do not need to do anything further.
 - If the CRN you want is listed with an Error:
 - You must first Drop *Registered* CRN within **Summary**
 - Then you must Add the CRN you want, and select **Submit**

❗ [WR 121Z CRN 45769: Time conflict with CRN 45456](#)

Prerequisite and Test Score error

1. This means that you do not have the appropriate prerequisite, test score or completion of the Online Orientation (online classes requirement) to register for this class.
 - Check the class schedule or GradTracks to review course prerequisites
 - Review your test scores in Bobcat Web Account

Corequisite Error

1. This means that two or more courses must be taken concurrently.
 - Check the class schedule or program information for course co-requisites
 - Enter the CRNs for all of the co-requisite courses and select **Submit**
-

Duplicate Course

1. This means that you tried to register for two sections of the same course.
 2. Decide which CRN is best for your schedule.
 - If the CRN you want is listed under **Summary** as *Registered*, you do not need to anything further.
 - If the CRN you want is listed with an Error:
 - You must first Drop *Registered* CRN within **Summary**
 - Then you must Add the CRN you want, and select **Submit**
-

For questions on these or other errors, or assistance with registration, call the Admissions and Records (541) 383-7500.