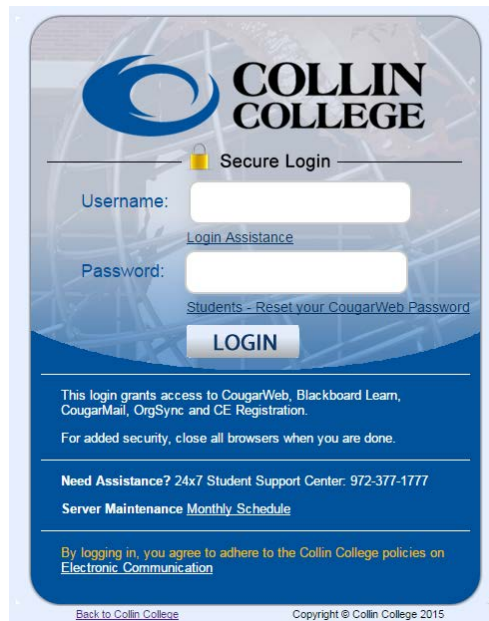


CougarWeb Online Registration Instructions for Continuing Education Courses

1. To register online, visit: <https://cougarweb.collin.edu>

TIP: This link can also be found on the Continuing Education homepage and the **Register** drop-down menu at www.collin.edu/ce .

2. Enter the username and password you were provided in an email after applying to Collin College to login to CougarWeb. Returning students without a login should email cehelp@collin.edu for assistance.



The image shows the Collin College Secure Login page. At the top left is the Collin College logo, a blue circle with a white swoosh. To its right is the text "COLLIN COLLEGE". Below the logo is a "Secure Login" section with a yellow padlock icon. It contains two input fields: "Username:" and "Password:". Below the "Username:" field is a link for "Login Assistance". Below the "Password:" field is a link for "Students - Reset your CougarWeb Password". A "LOGIN" button is centered below the password field. Below the login section, there is a paragraph of text: "This login grants access to CougarWeb, Blackboard Learn, CougarMail, OrgSync and CE Registration. For added security, close all browsers when you are done." Below this is another paragraph: "Need Assistance? 24x7 Student Support Center: 972-377-1777" and a link for "Server Maintenance Monthly Schedule". At the bottom, there is a disclaimer: "By logging in, you agree to adhere to the Collin College policies on Electronic Communication". At the very bottom, there are two small links: "Back to Collin College" and "Copyright © Collin College 2015".

3. From the Home tab look for the Registration Tools channel on the right side of page and select **Look Up Classes**.



Note: When navigating through CougarWeb, **do not** use your browser's back button. Click on **Return to Previous**.

CougarWeb Online Registration Instructions for Continuing Education Courses

4. Select the Registration Term based on the preferred Continuing Education (Cont Ed) date range.
5. Click **Submit**.

Personal Information **Student** **Financial Aid**

Search

Registration Term

Select a Term: ▼

RELEASE: 8.7.1

CougarWeb Online Registration Instructions for Continuing Education Courses

- The “Look Up Classes” page will display the selected term. Scroll down to the bottom of the page to begin your course search.
- In the **Subject box**, click subject to search and then click **Course Search**. It will list the course titles offered under the subject of your choice.

 View CougarWeb Course Search and Registration Tips for Credit. Click on the CRN highlighted in blue on the left-hand side to access important course information.
View CougarWeb Course Search and Registration Tips for Continuing Education

The Maximum Hours allowed for each session are listed below.

Examples of Hours Allowed Across Terms:		
Term:	Hours:	Example:
Fall and Spring	18	Maximum Hours any combination
Wintermester	3	Maximum Hours any combination
Summer combinations below:		
Summer	3	May (3 Weeks - Intensive) One Class
Summer	9	Three hours in June, July, Full Term
Summer	11	Four hours in June, July, Three hours in Full term
Summer	12	Six hours in Full term, 3 hours June, July
Summer	15	Six hours in June, July, 3 hours in Full term
Summer	16	Eight hours in June, July, 0 hours in Full term
If you want to maximize your summer (up to 19 hours) take 1 class in May (3 week), 2 classes in each of June/July (5 week) sessions.		

Subject:

- Accounting/Office Systs (ACNT)
- Afternoon Courses (AFTN)
- Business
- Business Applications
- Business Enter Resource Planni
- Business Management (BMGT)**
- Business Writing
- CompTIA Certifications
- Computer Networking (ITCC)
- Computer Netwrking Tech (ITNW)

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TIP: To select more than one subject to search, Ctrl-click on PC or Command-click on Mac several subjects and then click **Course Search**.

CougarWeb Online Registration Instructions for Continuing Education Courses

8. Click on the **View Sections** tab to view the sections available for the course title. Scroll down to view all course sections available for the specific course.

Personal Information **Student** Employee

Search

Look Up Classes

Cont Ed Spring 2017 (Mar-May)

Business Management (BMGT)

7080	Close-out & Final Payment	View Sections
7085	Constr Prj Start & Performance	View Sections
7090	Contract Doc & Requirements	View Sections
7095	Managing Succ Constr Project	View Sections
7100	Time Management	View Sections
7105	Continuous Improvement	View Sections
7120	Global Supply Chain Management	View Sections
7125	Planning and Control	View Sections
7130	Communications and Risk Mngmt	View Sections
7135	Human Resources Quality Mngmt	View Sections
7150	Procurement Stakeholder Mngmt	View Sections
7160	Proj Mngmt Certification Prep	View Sections
7165	Time and Cost Management	View Sections

CougarWeb Online Registration Instructions for Continuing Education Courses

9. Click on the **CRN** to view the course description and details of the course.
 - After reading the description, click on **Return to Previous** to go back to the section listings.
10. To register for a specific CRN, click on the **selection box** to the left of the CRN number.

Look Up Classes

View CougarWeb Course Search and Registration Tips. Click on the CRN highlighted in blue on the left-hand side to access important course information.

Campus Location Codes

Code	Location
AL	Allen Center
CC	Central Park Campus (McKinney)
CHEC	Collin Higher Education Center (McKinney)
CY	Courtyard Campus (Plano, West)
PC	Preston Ridge Campus (Frisco)
SC	Spring Creek Campus (Plano, East)
RW	Rockwall Center
WW	WEB (Online only)

Day of the Week Codes

Code	Day
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday

Sections Found

Business Management (BMGT)															
Select	CRN	Subj	Crse	Sec	Cred	Title	Days	Time	Date (MM/DD)	Location	Cap	Rem	Wl Cap	Wl Rem	Instructor
<input type="checkbox"/>	75013	BMGT	7100	CY1	0.900	Time Management	R	06:30 pm-09:30 pm	05/11-05/25	CY	18	18	18	18	Donald Earl Simonds (P)
<input type="checkbox"/>	75382	BMGT	7100	CY2	0.900	Time Management	MWF	01:00 pm-04:00 pm	03/06-03/10		18	18	18	18	Donald Earl Simonds (P)

Register Add to WorkSheet New Search

Sections Found

Business Management (BMGT)									
Select	CRN	Subj	Crse	Sec	Cred	Title	Days	Time	Date (MM/DD)
<input type="checkbox"/>	75013	BMGT	7100	CY1	0.900	Time Management	R	06:30 pm-09:30 pm	05/11-05/25
<input type="checkbox"/>	75382	BMGT	7100	CY2	0.900	Time Management	MWF	01:00 pm-04:00 pm	03/06-03/10

Register Add to WorkSheet New Search

11. Click **Register**.

Sections Found

Business Writing				
Select	CRN	Subj	Crse	Sec
<input checked="" type="checkbox"/>	75111	BWRI	7215	CH1

Register Add to WorkSheet New Search

CougarWeb Online Registration Instructions for Continuing Education Courses

12. Scroll down to the bottom of the “Add, Drop, Withdraw” page. The course schedule will list the successfully registered courses.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered Successfully on Nov 28, 2016	None	75421	ITCC	1001	PC2	Continuing Education	6.400	CE		CCNA 1 Cisco - Introduction to Networks
Registered Successfully on Nov 28, 2016	None	75382	BMGT	7100	CY2	Continuing Education	0.900	CE		Time Management
Registered Successfully on Nov 28, 2016	None	75111	BWRI	7215	CH1	Continuing Education	1.200	CE		Business Writing Skills II

Total Credit Hours: 0.000
 Billing Hours: 85.000
 CEU: 8.500
 Minimum Hours: 0.000
 Maximum Hours: 99999.000
 Date: Nov 28, 2016 03:06 pm

Add Classes Worksheet

CRNs

[[What do I owe?](#) | [My Class Schedule](#) | [My Weekly Schedule](#)]

13. To additional courses, enter the CRNs in the **Add Classes Worksheet** boxes and click **Submit Changes**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered Successfully on Nov 28, 2016	None	75421	ITCC	1001	PC2	Continuing Education	6.400	CE		CCNA 1 Cisco - Introduction to Networks
Registered Successfully on Nov 28, 2016	None	75382	BMGT	7100	CY2	Continuing Education	0.900	CE		Time Management
Registered Successfully on Nov 28, 2016	None	75111	BWRI	7215	CH1	Continuing Education	1.200	CE		Business Writing Skills II

Total Credit Hours: 0.000
 Billing Hours: 85.000
 CEU: 8.500
 Minimum Hours: 0.000
 Maximum Hours: 99999.000
 Date: Nov 28, 2016 03:06 pm

Add Classes Worksheet

CRNs

[[What do I owe?](#) | [My Class Schedule](#) | [My Weekly Schedule](#)]

CougarWeb Online Registration Instructions for Continuing Education Courses

14. Proceed to payment by clicking on the **What do I owe?** link at the bottom of the page.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered Successfully on Nov 28, 2016	None	75421	ITCC	100	PC2	Continuing Education	6.400	CE		CCNA 1 Cisco - Introduction to Networks
Registered Successfully on Nov 28, 2016	None	75382	BMGT	7100	CY2	Continuing Education	0.900	CE		Time Management
Registered Successfully on Nov 28, 2016	None	75111	BWRI	7215	CH1	Continuing Education	1.200	CE		Business Writing Skills II

Total Credit Hours: 0.000
 Billing Hours: 85.000
 CEU: 8.500
 Minimum Hours: 0.000
 Maximum Hours: 99999.000
 Date: Nov 28, 2016 03:06 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit Changes Class Search Reset

[[What do I owe?](#) | [My Class Schedule](#) | [My Weekly Schedule](#)]

[[What do I owe?](#) | [My Class Schedule](#) | [My Weekly Schedule](#)]

15. The total charges are listed. Select **Epay – Payment and Account Information** link at the bottom of the page to continue to payment processing.

Personal Information **Student** Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

What do I owe?

Total Credit Hours: 0.000

Tuition and Fees for Cont Ed Spring 2017 (Mar-May)

Description	Amount
3rd Quarter Tuition CE	\$212.00
Total Charge:	\$212.00

[[Epay - Payment and Account Information](#) | [Add, Drop or Withdraw](#)]

[[Epay - Payment and Account Information](#) | [Add, Drop or Withdraw](#)]

CougarWeb Online Registration Instructions for Continuing Education Courses

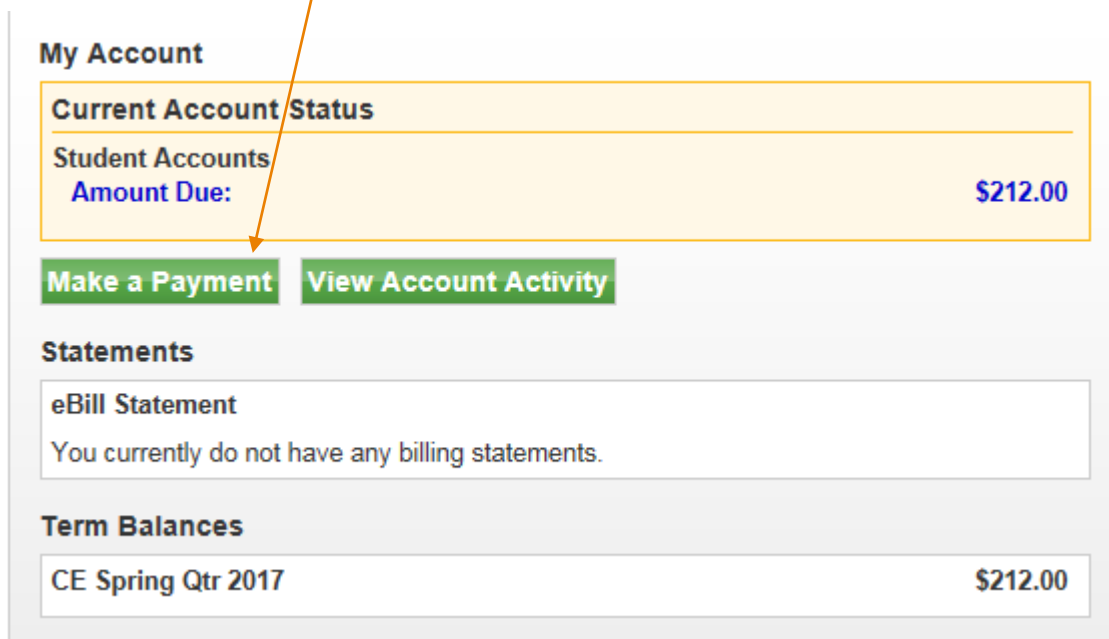
16. The Epay – Payment and Account Information link launches a new web page.
17. Click on the **Collin College Account Suite** box to proceed to the secure payment processing site. **Agree** to the Financial Terms and Conditions page.



The screenshot shows a navigation menu with three tabs: "Personal Information", "Student", and "Employee". Below the tabs is a search bar with a "Go" button. A yellow arrow points from the "Collin College Account Suite" link in the menu below to the "Student" tab above.

Personal Information	Student	Employee
Search <input type="text"/> <input type="button" value="Go"/>		
COLLIN COLLEGE ACCOUNT SUITE		

18. Under "My Account" it will display the tuition balance to pay.
19. Click on **Make a Payment** button and finalize your payment.
 - Credit cards accepted: Discover, MasterCard or VISA



The screenshot shows the "My Account" section. It includes a "Current Account Status" box with "Student Accounts Amount Due: \$212.00". Below this are two buttons: "Make a Payment" and "View Account Activity". There is also a "Statements" section with an "eBill Statement" link and a message: "You currently do not have any billing statements." At the bottom, there is a "Term Balances" section with "CE Spring Qtr 2017" and a balance of "\$212.00". A yellow arrow points from the "Make a Payment" button to the "Amount Due" text.

My Account	
Current Account Status	
Student Accounts Amount Due:	\$212.00
<input type="button" value="Make a Payment"/>	<input type="button" value="View Account Activity"/>
Statements	
eBill Statement	
You currently do not have any billing statements.	
Term Balances	
CE Spring Qtr 2017	\$212.00

For questions or more information, please contact Continuing Education Registration at 972-985-3711 or cehelp@collin.edu .

To download a copy of the Continuing Education Schedule of Courses, visit www.collin.edu/ce .