

Online Registration Procedures for Designated Dual Credit Sections

(This is the registration method to follow when selecting a designated dual credit course held on the high school or college campus and you have the CRN number for the course.)

New students: register online after checklist items 1-5 have already been completed

Returning students: register after providing permission form

1. Go to www.collin.edu
2. On the top right side of the web page, type in your CougarWeb username and password (provided via email from admissions@collin.edu after initial application; need username and password: go to www.collin.edu and select Getting Started, CougarWeb, Login Assistance)
3. Go to **“Add or Drop Classes”** under Registration Tools
4. Select the registration **term** (e.g. Fall 2015 Credit)
5. Input the 5 digit **CRN** for your designated section
6. Select **“Submit Changes”**—Your registered courses will then show under the Current Schedule

●Ensure your classes are paid for by the payment deadline to avoid being dropped for non-payment●

Online Registration Procedures for Non-Designated Dual Credit Sections

(This is the registration method to follow when searching for a general enrollment course on a Collin College campus. This is the method Home School students should follow.)

New students: register online after checklist items 1-5 have already been completed

Returning students: register after providing permission form

1. Go to www.collin.edu
2. On the top right side of the web page, type in your CougarWeb username and password (provided via email from admissions@collin.edu after initial application; need username and password: go to www.collin.edu and select Getting Started, CougarWeb, Login Assistance)
3. Go to **“Look Up Classes”** under Registration Tools
4. Select the registration **term** (e.g. Fall 2015 Credit)
5. Scroll down and select **“Advanced Search”**
6. Look for classes under **“Subject”** (e.g. English)
7. Select the campus you would like to attend (for web classes select web)
8. Go to the bottom of the page and select **“Section Search”**
9. Check the box of the course you want (“C” means the course is full and closed)
10. Go to the bottom of the page and select **“Register”**

**Note for science courses you must register for a lecture and a lab at the same campus at the time of registration

●Ensure your classes are paid for by the payment deadline to avoid being dropped for non-payment●