IMPORTANT DATES

**Wintermester:** Dec. 16 - Jan. 9

**Spring:** Jan. 21 - May 17

**October**
- 29: CougarWeb online priority registration begins for Wintermester/Spring at 8 a.m. Early registration payment is due Oct. 4

**November**
- 1: Wintermester/Spring CougarWeb early registration begins for all students (8 a.m.)
- 19: Wintermester in-state installment payment plan available online
- 27-30: Thanksgiving holiday (ALL CAMPUSES CLOSED)

**December**
- 4: Wintermester/Spring early registration payment deadline (8 p.m.)*
- 5: CougarWeb system NOT available for registration or payment
- 6: CougarWeb system resumes (8 a.m.)
- 8: Deadline for checking the Bacterial Meningitis Vaccine to register for Wintermester
- 9: Graduation, 7 p.m.
- 15: Last day to receive 100 percent refund for Wintermester dropped course

**January**
- 3-8: Wintermester classes meet
- 9: Wintermester final exams
- 9: Academic appeals for Spring suspension students due
- 10: CougarWeb system NOT available for registration or payment
- 17-19: Spring Weekend classes begin

**March**
- 5: Wintermester/Spring second tuition installment payment due
- 9-12: Spring Break - No classes. Campuses open.
- 12: Maymester/Spring CougarWeb priority early online registration begins

**April**
- 10-12: Spring Holiday (ALL CAMPUSES CLOSED)
- 14: CougarWeb system NOT available for registration or payment
- 21: Maymester/Spring early registration installment payment plan available online

**May**
- 5: Maymester/Spring early registration payment deadline (8 p.m.)*
- 6: CougarWeb system NOT available for registration or payment
- 7: CougarWeb system resumes (8 a.m.)
- 13: Deadline for receiving the Bacterial Meningitis Vaccine to register for Spring

**HOLIDAYS**
- **Thanksgiving holiday (ALL CAMPUSES CLOSED)**
- **Wintermester final exams**
- **Memorial Day holiday (ALL CAMPUSES CLOSED)**
- **Dr. Martin Luther King Jr. Day (ALL CAMPUSES CLOSED)**
- **Spring Break (ALL CAMPUSES CLOSED)**
- **Spring Holiday (ALL CAMPUSES CLOSED)**
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**VACCINE TO REGISTER FOR SPRING**

Week. The final exam schedule is subject to change. For classes starting at times other than those listed above, the instructor must make arrangements with the class for the exam.

Let’s get you “Ready to Register.”

Here are some of the basic steps you need to complete to make sure you are Ready to Register. For more comprehensive information, please visit the Collin College website at www.collin.edu. (Please note: International students have a separate process. Contact the International Student Office at 972.516.5012 or visit their website at https://www.collin.edu/international/advising/international/.)

**Step 1: APPLY**

Make sure you have submitted your applications.

**Admissions:** https://apply.collin.edu

**Financial Aid:** https://fafsa.gov

**Scholarship:** https://www.collin.edu/foundation/students/

**Step 2: REMOVE ALL HOLDS**

Once your application has been processed, your CougarWeb username and password will be emailed to your personal email account. CougarWeb is an online web portal where you can view and register for classes, pay tuition, view financial aid status, access Collin account. CougarWeb is an online web portal where you can view and register for classes, pay tuition, view financial aid status, access Collin account. CougarWeb is an online web portal where you can view and register for classes, pay tuition, view financial aid status, access Collin account. CougarWeb is an online web portal where you can view and register for classes, pay tuition, view financial aid status, access Collin account.

For more information regarding the TSI Assessment, exemptions and testing, please visit the Testing Center website at http://www.collin.edu/students/testing/available/testing/tsi.html.

Depending on your student admissions status, there are different requirements. Before taking the initial Texas Success Initiative (TSI) assessment, you must participate in a pre-assessment activity (APA). A Certificate of Completion will be printed at the end of this activity, which is required to take the TSI Assessment.

All incoming college students in Texas are required to take the TSI Assessment unless exemption has been met. The cost of the TSI Assessment is $29. Any needed retests will also cost $29 (regardless if one part or all parts are retaken). Based on assessment results, you may be eligible to enroll in a college-level course that matches your skill level or you may be placed in the appropriate developmental course to improve your skills in preparation for college-level courses.

Tips for a smooth registration

- **Mandatory Training & Hold Information:**
  - View My Holds
  - Hold Information & Resolution Guide

- **Mandatory Orientation:**
  - Mandatory Orientation Online

- **Mandatory Campus Safety:**
  - Waive Your Transcript Hold

- **Degree Planning Hold Survey**

**ONCE-A-WEEK CLASSES**

Final exams for classes meeting only once each week are scheduled for the regular class time during finals week. Friday-only evening classes must May 15 for their final exams. Saturday-only classes must May 15 for their final exams. Tuesday-only classes will meet May 17 for their final exams during finals week. The final exam schedule is subject to change. For classes starting at times other than those listed above, the instructor must make arrangements with the class for the exam.

**Tips for a smooth registration**

- **Ready to Register:**
  - View My Holds
  - Hold Information & Resolution Guide
  - Mandatory Orientation Online
  - Mandatory Campus Safety
  - Waive Your Transcript Hold
  - Mandatory Advising
  - Degree Planning Hold Survey
When you find a class you want, select the add box to the right and click. If the class you wanted is displayed, be sure to click the title to get details about the class. Once the list of sections is displayed, select the “Advanced Search” option to select your class. Once the list of sections is displayed, be sure to click the title to get details about the class. You should also double check the days of the week.

Once you have selected the classes you want to take, log in to CougarWeb. Either on the Home or Student tab, locate the Registration Tools section. From here you will be able to complete registration.

Select “Registration and Planning,” then click “Register for Classes.” Select the term you want to register for. You will need to use the “Advanced Search” option to select your class. Once the list of sections is displayed, be sure to click the title to get details about the class. When you find a class you want, select the add box to the right and click “Submit” at the bottom of the screen.

Now that you have your classes, you need to make sure to complete registration. The following chart provides the Board-approved per-hour registration costs. Multiply the number of hours you are registered for by the per-hour cost for your residency status to get your registration cost estimate.

<table>
<thead>
<tr>
<th>COURSE OPTIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blended</strong></td>
<td>Requires both on campus and online instruction, but more instruction is conducted online than on campus. Be sure to click the “On Campus” tab to know how many credits you need to take on campus.</td>
</tr>
<tr>
<td><strong>Daily Flex</strong></td>
<td>Listed as “TBA” for the course day, daily flex allows you to determine the times that work for your schedule. Flex entries are available for select courses in developmental and college-level mathematics.</td>
</tr>
<tr>
<td><strong>Veteran-Centered Courses</strong></td>
<td>Traditional classes that include additional topics that are of interest to students who are veterans and are “military friendly” with special circumstances such as TRICARE, VA regulations, or deployment.</td>
</tr>
<tr>
<td><strong>Web</strong></td>
<td>Also known as online. Be sure to read all class action descriptions to see if you need to come to campus or go to an approved testing center for your exams.</td>
</tr>
</tbody>
</table>

When selecting your classes, pay attention to the campus location and days of the week. The last 3 digits of a class indicate the campus (ex: MATH 1314 S61 will be in Plano). A = Allen Center in Allen C = McKinney Campus (Central Park) P = Frisco Campus (Preston Ridge) R = Rockwall Center in Rockwall S = Piano Campus (Spring Creek) W = Web

Will your course/lab have associated fees? See a list of lab and special fees at https://www.collin.edu/bursar/lables.pdf.

Follow the “CougarPay (Pay My Balance)” link to see your account balance. Make payments on your account, enroll in an installment plan during open enrollment periods, authorize a family member access to make payments on your account and/or set up bank accounts for fast cash e-Refunds of any eligible credit balances. Account balance notifications are sent to your Collin email account — check it regularly.

Add - You may add classes through the first four days during a long semester and during the first day of Summer or mini semester terms. For express and weekend courses, registration deadlines will vary. Auditing - To audit a class, you can register for that course on or after the first day of the term. Registration may only be done in person at one of our admissions offices. You must meet all admission and registration requirements. Regular tuition must be paid plus an additional non-refundable fee.

Course Limits - Students registering for Wintermester or Maymester are limited to one class for the term.

Co-requisite courses - Some courses require a co-requisite (ex: lecture and lab or Learning Community). You must register for both classes. If you do not, the original class will be dropped.

Drops - You can drop classes through the census date for each term. Be careful! Once classes start, any classes dropped will only be refunded based on the state refund guidelines. You must also drop any co-requisite courses as well.

COURSE OPTIONS

Collin College offers flexible scheduling. We have 16-week classes, 14-week classes, 8-week classes, Weekend classes, online classes, and more! Each session will have a registration hard stop deadline: here are a few types of classes that you may not be familiar with:

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**SOME IMPORTANT INFORMATION AND DEFINITIONS**

- **Waitlist** - The waitlist option for a class begins after the payment deadline date. You will need to select “waitlist” if signing up for a class that is full. If a seat becomes available, you will be notified through Collin email.
- **Withdrawal** - A withdrawal occurs when you drop a class after the census date. Be sure to talk to your professor about your progress prior to withdrawing. If you do not withdraw by the deadline for the class, you will receive a grade on your transcript.

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**DISCLAIMERS**

This booklet is intended to provide a brief overview of the registration process. For comprehensive information, please refer to the Student Handbook and the Collin College website at www.collin.edu.

**FINANCIAL AID**

There are different types of financial aid available to help you pay for classes. To learn more and start the process, visit http://www.collin.edu/gettingstarted/financialaid.html.

Not eligible for financial aid and/or need additional help paying for classes? Learn about installment plans, third-party contracts, veteran benefits, and exemptions/waivers of tuition at http://www.collin.edu/bursar/paymentpoliciesandmethods.html.

**DROP FOR NON-PAYMENT**

If you register during early registration, your account must be 100 percent funded by the earliest registration payment deadline or all of your courses can be dropped for non-payment. If dropped for non-payment, it is your responsibility to re-register for classes, and there is no guarantee there will be seats available in your original courses.

After the early registration payment deadline, you can still register for classes. However, regular registration will be pay-as-you-go. When you register, you must have funding in place or any new courses can be dropped for non-payment. Only courses dropped prior to the first day of a term qualify for 100 percent refund of tuition and fee amounts. When the term begins, refunds are percentage based — from 70% to 0 percent — depending on the date the course is dropped/withdrawn and the number of weeks the course meets. More information on refund calculation rules and processing of eligible account credits is available at http://www.collin.edu/bursar/refunds.html.