



Ready to Register

Tips for a smooth registration

SUMMER 2020

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 www.collin.edu/gettingstarted/advising/international/.)

STEP 1 APPLY



Make sure you have submitted your applications.

Admissions: <https://apply.collin.edu>

Financial Aid (optional): <https://fafsa.gov> Collin College school code 016792

Scholarship (optional): 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 email, and most importantly, take care of registration holds.

To check your holds, log in to CougarWeb, click the Student tab, find the Mandatory Training and Hold section. Once there, click the "View My Holds" link. You will see a list of all holds. Any required training can also be found in this section.

Mandatory Training & Hold Information

[View My Holds](#)

[Hold Information & Resolution Guide](#)

[Mandatory Orientation Online](#)

[Mandatory Orientation](#)

[Mandatory Campus Safety](#)

[Waive Your Transcript Hold](#)

[Mandatory Advising](#)

[Degree Planning Hold Survey](#)

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 (PAA). 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 retest 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.

For more information regarding the TSI Assessment, exemptions, and testing hours, please visit the Testing Center website at www.collin.edu/studentresources/testing/availabletesting/tsi.html.

STEP 3

READY TO REGISTER



After all holds have been removed, you will be ready to register for your classes. Now that you have your TSI results, you should meet with an advisor to review your degree plan. You can check your degree plan through Cougar Compass, found on the Student tab in CougarWeb.



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 want 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.

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:

- **Blended** = Requires both on campus and online instruction, but more instruction is conducted online than on campus. Be sure to click on the CRN to know when you need to come to campus.
- **Daily Flex** = Listed as TBA for the course days, 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.

- **Veteran-Centered Courses** = Traditional classes that include additional topics that are of interest to students who are veterans and are “military friendly” with special circumstances such as IRR status, VA regulations, or deployment.
- **Web** = Also known as online. Be sure to read all class descriptions to see if you need to come to campus or go to an approved testing center for your exams.

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.S04 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** = Plano Campus (Spring Creek)
- W** = Web

You should also double check the days of the week.

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

Is the class you wanted full? After the early registration payment date, but prior to the first day of the semester, you can sign up for the waitlist. When you receive the registration add error, select “Waitlisted” in the Action box and then select “Submit Changes.” If a seat becomes available, you will be notified through Collin email. You will only have 24 hours to confirm and pay for the waitlisted class.

Have questions about a specific academic subject, degree plan or transferability? Look up the academic contact at www.collin.edu/academics/programs/pdf/AcademicDisciplineContacts.pdf.

Having technical problems? Contact Technical Support at 972.377.1777.

STEP 4

PAYMENT



Now that you have your classes, you need to make sure to complete payment. 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.

COURSE COSTS PER CREDIT HOUR*

Cost	In-District	Out-of-District	Out-of-State/ Country
Tuition	\$52.00	\$98.00	\$165.00
Student Activity Fee	\$2.00	\$2.00	\$2.00
PER HOUR COST	\$54.00	\$100.00	\$167.00

** This is a tool to help budget and is not an exhaustive list of costs. All tuition and fees are subject to change by the Collin College Board of Trustees.*

Additional Board-approved fees for specific courses and/or services are available at <http://www.collin.edu/bursar/tuition.html>.

Your Student tab has a Tuition/Payment section with important links. Check out the “Paying for College Information” link or the Student Handbook for detailed payment information and requirements, including the complete student financial responsibility agreement, as well as the critically important “Payment Deadlines” link. Remember, registration is only complete when full payment is made, and Collin has a strict drop for non-payment policy.

Tuition/Payment

- [CougarPay \(Pay My Balance\)](#)
- [Payment Deadlines](#)
- [Student's Taxpayer ID Certification](#)
- [Paying for College Information](#)
- [Tuition Rates](#)
- [1098T Information](#)

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.

FINANCIAL AID

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

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 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 early registration payment deadline or **all of your classes can be dropped** for non-payment. If your classes are 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 classes can be dropped for non-payment*.

Only courses dropped prior to the first day of a term or mini-session qualify for 100 percent refund of tuition and fee amounts. When the term or mini-session 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 www.collin.edu/bursar/refunds.html.

SOME IMPORTANT INFORMATION AND DEFINITIONS

- **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 Student Services 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 classes 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.
- **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. Being waitlisted for a course does not guarantee enrollment in the course, and it will expire on the first day of class.
- **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. Course withdrawal may not result in any course charge reduction.

Disclaimer: *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 www.collin.edu.*

IMPORTANT DATES

This schedule is subject to change. Please see the 2019-2020 Master Calendar at www.collin.edu/calendars for the latest information.

THREE-WEEK MAY MAY 18-JUNE 2	FIVE-WEEK JUNE JUNE 8-JULY 9	10-WEEK SUMMER JUNE 8-AUG. 11	FIVE-WEEK JULY JULY 13-AUG. 11
MARCH		11	Five-Week June census date**
9	Maymester/Summer online priority registration for 50+ earned Collin College hours	16	10-Week Summer census date**
10	Maymester/Summer online priority registration for 30+ earned Collin College hours	22	Summer Regular Registration first tuition installment payment due
11	Maymester/Summer online priority registration for one or more earned Collin College hours	23	Five-Week June last day to withdraw**
12	Maymester/Summer online priority registration is open for ALL – 8 a.m.	JULY	
APRIL		1	Summer Early Registration second tuition installment payment due
14	Fall online priority registration for 50+ earned Collin College hours	3-5	Independence Day Holiday (ALL CAMPUSES CLOSED)
15	Fall online priority registration for 30+ earned Collin College hours	9	10-Week Summer last day to withdraw**
16	Fall online priority registration for one or more earned Collin College hours	9	Five-Week June final exams
21	Early Summer registration tuition installment plan available online	10-12	Five-Week June Weekend College final exams
29	Fall online priority registration is open for ALL – 8 a.m.	13	Five-Week July classes begin. Last day to add Five-Week July classes online.
MAY		14	Fall Tuition Installment Plan Available Online
5	Maymester/Summer early registration payment deadline 8 p.m.	16	Summer Regular Registration second tuition installment payment due
6	CougarWeb registration and payment unavailable	16	Five-Week July Census Date**
7	CougarWeb registration and payment resumes	17	Required Class Day for Five-Week July & 10-Week Summer MW Classes
8	DEADLINE FOR RECEIVING BACTERIAL MENINGITIS VACCINE TO REGISTER FOR THREE-WEEK MAY AND ALL SUMMER TERMS	17-19	Five-Week July Weekend College classes begin
11-17	Spring final exam week	22	Fall Early Registration Payment Deadline (8 p.m.)*
15	Collin College Graduation – 7 p.m.	23	CougarWeb system unavailable for registration or payment
18	Three-Week May classes begin. Last day to add May classes online.	24	CougarWeb system resumes (8 a.m.)
19	Three-Week May census date**	24	Five-Week July last day to withdraw**
20	Regular Registration Summer Installment Plan Available Online	24	Required Class Day for Five-Week July & 10-Week Summer TR Classes
22	Three-Week May last day to withdraw**	28	Five-Week July last day to withdraw**
25	Memorial Day Holiday (ALL CAMPUSES CLOSED)	AUGUST	
JUNE		10-11	10-Week Summer final exams
2	Three-Week May final exams	11	Five-Week July final exams
3	Summer Early Registration first tuition installment payment due	13	Academic appeals for Fall suspension students due 5 p.m.
5	Five-Week June and 10-Week Summer Weekend College classes begin	13	DEADLINE FOR RECEIVING THE BACTERIAL MENINGITIS VACCINATION FOR FALL
8	Five-Week June and 10-Week Summer classes begin. Last day to add classes online.	14	All College Day (ALL CAMPUSES CLOSED)
		14-16	Five-Week July and 10-Week Summer Weekend College final exams
		24	Fall classes begin
		27	Registration Hard Stop Deadline for 16-week classes
		28-30	Fall Collin Weekend College classes begin

* After 8 p.m. full payment is due on the day of registration.

** The “Census Date” and “Last Day to Withdraw” for Express Classes and mini-semesters vary. Classes dropped after the Census Date will appear on the student’s official transcript with a “W” but have no effect on grade point average. Contact the Student and Enrollment Services Office for details. Transfer students should contact Academic Advising for further information.

SUMMER FINAL EXAMS

Final exams for Summer classes will be held during the regular class time the last day of the term.