

Online Registration Procedures for Designated ISD Dual Credit Courses

*(Designated dual credit courses are held on the high school or college campus and you have the CRN number for the course. These courses are not searchable so you **must have your CRN number from your HS counselor.**)*

New students: register online after checklist items 1-2 have already been completed

Returning students: register after providing permission form for the semester you want to register

ALL holds must be cleared prior to registration

1. Go to www.collin.edu and login to CougarWeb
2. Go to **Registration and Planning** under Registration Tools
3. Click on **Add, Drop, or Withdraw**
4. Select the registration term (e.g. Credit Fall 2019), then click Continue
 - a. Important: Registration term must begin with Credit and not Cont Ed
5. Click on the **Enter CRNs** tab, and input the 5 digit **CRN** for each of your designated sections
6. Click **Add to Summary**
7. Click **Submit** (in the bottom right corner of the screen)

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

Online Registration Procedures for Non-ISD Dual Credit Courses

(This is the method home/private/charter school students should follow.)

New students: register online after checklist items 1-2 have already been completed

Returning students: register after providing permission form for the semester you want to register

ALL holds must be cleared prior to registration

1. Go to www.collin.edu and login to CougarWeb
2. Go to **New Registration Tools** under Registration Tools
3. Click on **Add, Drop, or Withdraw**
4. Select the registration term (e.g. Credit Fall 2019), then click Continue
 - a. Important: Registration term must begin with Credit and not Cont Ed
5. On the **Find Classes** tab, select the Campus (Web for online), Subject (e.g. ENGL for English) and then the Course Number (e.g. 1301)
6. Click **Search**
7. Click on **Add** (to the right of the course) for the course you want
8. Click **Submit** (in the bottom right corner of the screen)

***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●