

Columbus State University

Student Scheduling Worksheet

Student Name:	ID #:
Semester:	Registration Date:

Preferred Courses				
CRN	Course Name and Number	Degree Area	Class Days	Class Times
1.				
2.				
3.				
4.				
5.				
6.				

Alternate Courses				
CRN	Course Name and Number	Degree Area	Class Days	Class Times
1.				
2.				
3.				
4.				
5.				
6.				

Registration Instructions

1. Log in to CougarNet.
2. Click the Enrollment Services tab.
3. Located on the left side is the Student Records/Personal Information box.
4. Click the Drop/Add/Withdraw option & select your term.
5. When the registration form opens enter the CRNs of the courses you have selected in the boxes at the bottom of the page and click Submit Changes.
6. Unless you receive a red error message stating otherwise, your courses are saved.
7. Print your invoice and schedule.

*If you do not have your CRNs, click on Class Search on the bottom of the screen to look up classes or use the Class Schedule link below to look up your CRNs. Using Class Search, first use the drop down menu to pick a subject and input a course number. Leave all other information blank. Register for classes by checking the boxes on the left hand side of the screen and scrolling to the bottom and clicking on the Register button.

Helpful Links:

Academic Center for Excellence (ACE): <http://ace.columbusstate.edu/>
CSU Catalog: <http://academics.columbusstate.edu/catalogs/index.php>
Course Schedule: <http://academics.columbusstate.edu/classes/>
SmarterMeasure Assessment: http://online.columbusstate.edu/smarter_measure.php