

How Do I...

Tips & Tricks You Need To Know!

Log in to CougarNet?

1. Go to www.ColumbusState.edu.
2. Click on CougarNet on the left side of the page.
3. Type in your username and password (If you need assistance with this, contact UITS Help desk @ 706-507-8199 or e-mail CSU at helpdesk@columbusstate.edu.)

Find out who my advisor is?

1. Log in to CougarNet.
2. Click the Enrollment Services tab.
3. Located in the center of the page, near the bottom of the screen is Personal Information.
4. Click on the Academic Advising Option.
5. Your current advisor is located right above your name.
6. You can also find advisor assignments at <https://ace.columbusstate.edu/whosmyadvisor.php>

Log in to AdvisorTrac? *Use AdvisorTrac to make appointments with your advisor.

1. Log into CougarNet.
2. Click the Enrollment Services tab.
3. Find the “Advising & Instructional Support” box. Here you will find the link for AdvisorTrac.
4. Log in to AdvisorTrac and choose your advising center. (Academic Center for Excellence)
5. Choose your adviser (consultant) and search for availability. *Leave the Reason blank.*
6. If you have any problems, call 706-507-8780.

Find the class schedule?

1. Go to www.ColumbusState.edu.
2. Click on ‘Students’ in the left-hand menu
3. Click on ‘Academics’ typed in white, capital, bold letters at the top of the page.
4. Scroll down and click on ‘Class Schedules’
5. Click on ‘Search for Classes’
6. You will then be able to search for classes based on Semester, Evenings, Online, etc.

Register?

1. Log in to CougarNet.
2. Click the Enrollment Services tab.
3. Located in the center of the page is the Registration Menu.
4. Click the Drop/Add/Withdraw option & select your term.
5. When the registration form opens click on Class Search on the bottom of the screen. **If you already have your Course Registration Numbers (CRNs) of the courses you have selected, put them in the boxes at the bottom of the page and click Submit Changes.*
6. Using Class Search, first use the drop down menu to pick a subject and input a course number. Leave all other information blank.
7. 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.
8. Unless you receive an error message stating otherwise, your courses are saved.
9. Print your invoice and schedule.

See if I have holds on my account*?

**Check for holds well in advance of when you want to register for classes.*

1. Log into CougarNet.
2. Click the Enrollment Services tab.
3. Located in the center of the page is Personal Information.
4. Click the View Holds option.
5. If you have a hold, do the following:
 - Advisor Hold - Make an appointment with your advisor via AdvisorTrac
 - Business Office – Contact the Bursar Office @ 706-507-8800
 - Emergency Loan – Contact Financial Aid @ 706-507-8800
 - Transcript Hold – Contact the Registrar’s Office @ 706-507-8800
 - Campus Ticket – Contact University Police @ 706-568-2022
 - Immunization Hold – Contact the Registrar’s Office @ 706-507-8800
 - Basic Studies Hold – Contact your advisor.
 - New Student Orientation Hold – Contact the Orientation Department @ 706-568-2180
 - Transfer Orientation - Go to www.columbusstate.edu/orientation/transfer

Print an Invoice?

1. Log into CougarNet.
2. Click the Enrollment Services tab.
3. Located to the right is Student Accounts.
4. Click on Print Invoice/Bill.
5. Select a Term.
6. Click Print.

Print a Schedule?

1. Log into CougarNet.
2. Click on the Enrollment Services tab.
3. Located in the center of the page is the Registration Menu.
4. Click View My Schedule option.
5. Click on Print Friendly.
6. Click Print on the tool bar.