

# Web Registration Instructions (Add, Audit, Drop, Waitlist & Common Issues)

## Navigate to the Registration screen

1. Login to your **Bobcat Web Account**
2. Select the **Student** tab & **Student Registration** card
3. Select the **Class Registration** card
4. Register for Classes
5. Select **Term** and **Continue**
6. Select **Enter CRNs** tab

## Add a Class (or classes)

1. Enter the five-digit CRN in the **Enter Course Reference Numbers (CRNs) to Register**
2. Use (+ Add Another CRN) for additional CRN entries
3. After all CRNs have been added, click the **Add to Summary** button
4. Within **Summary & Action** column, choose *Register* and click *Submit*

**CENTRAL OREGON**  
community college

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### Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN 45866 Basic Design: Color ART 116, 0

CRN |

+ Add Another CRN **Add to Summary**

Summary						Tuition and Fees
CRN	Class Information	Credits	Title	Delivery Method	Status	Action
45866	ART 116, 0	3	<u>Basic Design: Color</u>	In-Person	Pending	Register

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19

**Submit**

## Check your registration status

1. Locate the **Summary** section
2. The **Status** column will list your registration status
  - Registered: CRN 45866 (ART 116), CRN 45761 (WR 121Z), CRN 40078 (FN 225)
  - Waitlisted: CRN 45456 (ART 115)
3. **Errors Preventing Registration:** Classes NOT added to Schedule
  - Error: CRN 45862 (ART 101)

CRN	Class Information	Credits	Title	Delivery Method	Status	Action
45862	ART 101, 0	4	<u><a href="#">Intro to the Visual Arts</a></u>	In-Person	Errors Preventing...	Remove
45866	ART 116, 0	3	<u><a href="#">Basic Design: Color</a></u>	In-Person	Registered	None
45456	ART 115, 0	0	<u><a href="#">Basic Design: 2-D</a></u>	In-Person	Waitlisted	None
45761	WR 121Z, 0	4	<u><a href="#">Composition I</a></u>	In-Person	Registered	None
40078	FN 225, 01	4	<u><a href="#">Human Nutrition</a></u>	In-Person/Online	Registered	None

! ART 101 CRN 45862: Time conflict with CRN 40078

! ART 115 CRN 45456: Class full - YOU ARE NOT REGISTERED - To be added: Select Wait List, then Submit. 0 student(s) waitlisted.

Summary



## Wait List

1. If a class is full, you will see an **Attention** message like the one below.
2. To add yourself to the wait list, make sure **Wait List** is selected from the Action column and click **Submit** for a second time.

**!** ART 115 CRN 45456: Class full - YOU ARE NOT REGISTERED - To be added: Select Wait List, then Submit. 0 student(s) waitlisted.

Summary							Tuition and Fees
CRN	Class Information	Credits	Title	Delivery Method	Status	Action	
45456	ART 115, 0	3	<u>Basic Design: 2-D</u>	In-Person	Errors Preventing...	Wait List	
45761	WR 121Z, 0	4	<u>Composition I</u>	In-Person	Registered	None	
40078	FN 225, 01	4	<u>Human Nutrition</u>	In-Person/Online	Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 19

Submit

## Drop a Class (or classes)

1. Navigate to the Registration Screen
2. Identify the class you wish to drop in **Summary**
3. Use the drop-down arrow in the **Action** column and select **Drop**
4. Click the **Submit** button

Summary							Tuition and Fees
CRN	Class Information	Credits	Title	Delivery Method	Status	Action	
45456	ART 115, 0	0	<u>Basic Design: 2-D</u>	In-Person	Waitlisted	None	
45866	ART 116, 0	3	<u>Basic Design: Color</u>	In-Person	Registered	Drop	
45761	WR 121Z, 0	4	<u>Composition I</u>	In-Person	Registered	None	
45862	ART 101, 0	0	<u>Intro to the Visual Arts</u>	In-Person	Waitlisted	None	

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 19

Submit

If **drop** is not available in the **Action** menu, please call 541-383-7500 for assistance.

## Audit a Class (or classes)

1. Navigate to the Registration Screen
2. Identify the class you wish to audit in **Summary**
3. Use the drop-down arrow in the **Action** column and select **Audit**
4. Click the **Submit** button

Summary							Tuition and Fees
CRN	Class Informati	Credi	Title	Delivery Method	Status	Action	
45456	ART 115, 0	0	<a href="#">Basic Design: 2-D</a>	In-Person	Waitlisted	None	
45866	ART 116, 0	3	<a href="#">Basic Design: Color</a>	In-Person	Registered	Drop	
45761	WR 121Z, 0	4	<a href="#">Composition I</a>	In-Person	Registered	Audit	
45862	ART 101, 0	0	<a href="#">Intro to the Visual Arts</a>	In-Person	Waitlisted	None	

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 19

Submit

If **audit** is not available in the **Action** menu, please call 541-383-7500 for assistance.

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## I have registered for classes, now what should I do?

1. Scroll to the **Summary** section
2. Click on **Tuition and Fees**
3. An additional box will appear with Tuition and Fees for registered courses

Summary <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px;">Tuition and Fees</span>						
CRN	Class Informati	Credi	Title	Delivery Method	Status	Action
45456	ART 115, 0	0	<a href="#">Basic Design: 2-D</a>	In-Person	Waitlisted	None ▾
45866	ART 116, 0	0	<a href="#">Basic Design: Color</a>	In-Person	Deleted	None ▾
45761	WR 121Z, 0	4	<a href="#">Composition I</a>	In-Person	Registered	None ▾
45862	ART 101, 0	0	<a href="#">Intro to the Visual Arts</a>	In-Person	Waitlisted	None ▾

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 19

**Submit**

### Tuition and Fees for Fall 2023

The total here does not represent everything you owe. Please see your account information for a detailed view of your account.

Code	Description	Amount	(USD)	⚙️
GASF	Student Activities Fee		\$7.00	
GCRL	Credit Lab Fee		\$0.00	
GCRT	Credit Tuition		\$472.00	
GTEF	Technology Fee		\$70.00	
<b>Total:</b>			<b>\$549.00</b>	

Total Credit Hours: 4

**Close**


## How to Print a Class Schedule

1. Select Schedule and Options tab
2. Select Printer icon
3. An additional popup box will allow you to print your schedule

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes   Enter CRNs   Plans   **Schedule and Options**

**Summary** 

Term: Fall 2023

CRN	Class Information	Title	Credits	Registration Stat	Status Detail	Delivery Method
45866	ART 116, 0	<a href="#">Basic Design: Color</a>	3	Registered	Register0...	In-Person
45761	WR 121Z, 0	<a href="#">Composition I</a>	4	Registered	Register0...	In-Person

Records: 2

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 19

## Central Oregon Comm College


### Fall 2023 Schedule

Classification: Second Year Level: Credit

College: COCC Major: Exploratory

Title	Course Details	Credit Hours	CRN	Meeting Times
Composition I	WR 121Z 0	4.0	45761	09/25/2023 - 12/06/2023 Monday, Wednesday 08:15 AM - 10:05 AM Bend Campus, Ochoco Hall, 0142 Mary Sather  12/11/2023 - 12/11/2023 Monday 08:00 AM - 10:00 AM Bend Campus, Ochoco Hall, 0142 Mary Sather
Basic Design: Color	ART 116 0	3.0	45866	09/26/2023 - 12/07/2023 Tuesday, Thursday June Park

Total Hours | Registered: 7 | Billing: 7 | CEU: 0

 This is a general view of your term schedule. Download your schedule for a weekly view.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		✓ Composition I		✓ Composition I			
9am		✓ Comp					
10am							

## Common registration issues

1. The on-screen error identifies why you were not able to register courses.
2. You must fix any issues, and then add CRNs again.
3. The problem is described within the error notice and within the **Status** column of the Summary section:

❗ [ART 101 CRN 45862: Time conflict with CRN 40078](#)

❗ [ART 115 CRN 45456: Class full - YOU ARE NOT REGISTERED - To be added: Select Wait List, then Submit. 0 student\(s\) waitlisted.](#)

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## Time Conflict

1. This means that you chose two courses, which overlap.
2. You must choose only one CRN, or get a Time Override from instructors of **both** classes prior to registering for the second class.
3. To select only one CRN:
  - If the CRN you want is listed under **Summary** as *Registered*, you do not need to do anything further.
  - If the CRN you want is listed with an Error:
    - You must first Drop *Registered* CRN within **Summary**
    - Then you must Add the CRN you want, and select **Submit**

❗ [WR 121Z CRN 45769: Time conflict with CRN 45456](#)

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## Prerequisite and Test Score Error

1. This means that you do not have the appropriate prerequisite, test score, or completion of the Online Orientation (online classes requirement) to register for this class.
  - Check the class schedule or GradTracks to review course prerequisites
  - Review your test scores from the Placement Assessment card

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## Corequisite Error

1. This means that two or more courses must be taken concurrently.
    - Check the class schedule or program information for course co-requisites
    - Enter the CRNs for all of the co-requisite courses and select **Submit**
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## Duplicate Course

1. This means that you tried to register for two sections of the same course.
  2. Decide which CRN is best for your schedule.
    - If the CRN you want is listed under **Summary** as *Registered*, you do not need to anything further.
    - If the CRN you want is listed with an Error:
      - You must first Drop *Registered* CRN within **Summary**
      - Then you must Add the CRN you want, and select **Submit**
- 

For questions on these or other errors, or assistance with registration, call the Admissions and Records (541) 383-7500.