

Registration Form Instructions

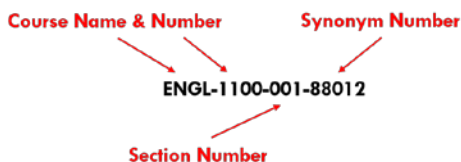
Step One: Review Course Offerings and Course Descriptions

1. Visit www.cscsc.edu
2. Hover over "Academics"
3. Click on "[Course Schedule and Descriptions](#)"
 - a. If you are unsure where to start, learn more about Columbus State's degree programs by visiting our [Academics](#) page.
4. Review the courses you are interested in taking.
5. Write down the course number (See Picture Below) to search for sections in Step 2

Step Two: Select the Time and Day of your Courses

1. Visit www.cscsc.edu
2. Hover over "Academics"
3. Click on "[Course Schedule and Descriptions](#)"
4. Click on the appropriate box at the top of the page with the semester you are interested in taking courses.
5. From here, "Select Subject" you are interested in and enter the course number.
 - a. Be sure to indicate which campus location you are interested in
 - b. Also indicate if you prefer Distance Learning (Online/Hybrid) Courses to appear in your results.
6. When you find the section that best fits his schedule (time/day) and learning style (In-person, Online/Blended) write down the following information to complete Step 3:
 - a. Course Name & Number
 - b. Section Number
 - c. Synonym Number

****Note:** If there is a "0" under "Seats Avail" that indicates this course offering is currently closed.



SUBJECT SEARCH English (ENGL) Course Number 1100 Campus Maps

Options:

Show All Locations Columbus Campus Delaware Campus Dublin Center Goodale/Electrical Trades

Hide All Locations Marysville Early College Reynoldsburg Center Southwest (Bolton) South-Western (Grove City)

Show Distance Learning Westerville Center

Select the location(s) you wish to include in the course listing.

Please note: "Hybrid" courses are now called "Blended" courses.

English (ENGL)											
Course Name, Section, and Synonym Number	Course Title	Inst Meth	Days Offered	Meeting Time	Start Date	End Date	Cred Hours	Bldg Room	Location	Seats Avail	Faculty
ENGL-1099 is no longer available.											
If you were planning to take the ENGL-1100/1099 combination, this option is now available as a single course, ENGL-1101.											
ENGL-1100-W31-93980 Web	Composition I	LE		00:00-00:00	5/30-7/23		3		Web	0	D Berlich
ENGL-1100-001-91931	Composition I	LE	MWF	8:00-9:15 AM	5/30-6/13		3		Columbus	9	C Smith
ENGL-1100-009-91939	Composition I	LE	MW	8:00-10:05 AM	5/30-6/13		3		Columbus	1	Not Assigned
ENGL-1100-010-91955	Composition I	LE	MW	8:00-10:30 AM	5/30-7/23		3		Columbus	11	S Logan
ENGL-1100-014-91945	Composition I	LE	TTTh	8:00-10:05 AM	5/30-6/13		3		Columbus	0	Not Assigned
ENGL-1100-901-91965	Composition I	LE	TTTh	8:00-10:05 AM	5/30-6/13		3		Delaware	20	Z Dilbeck
ENGL-1100-024-91952	Composition I	LE	S	8:00-12:05 PM	5/30-6/13		3		Columbus	7	Not Assigned
ENGL-1100-904-93939	Composition I	LE	S	8:00-12:05 PM	5/30-6/13		3		Delaware	18	S Flatt

Step Three: Submit your Registration Form

1. Fill in the Registration Form with the information from Step 2
2. Complete the form by requesting the appropriate signatures that are required at the bottom of the page.
3. Email your Registration Form to your CCP Academic Advisor or to ccpadvising@cscsc.edu.
4. Also, be sure to complete and return the CSCC/CCP Registration Consent form included in this packet.

College Credit Plus Consent form

Effective Summer 2019, Autumn 2019, and Spring 2020

This form must be completed, signed, and returned to Columbus State Community College prior to course registration

Note: Incomplete forms will not be processed

Name (First, Middle, Last) _____

Cougar ID number _____ Date of Birth _____

High School _____ Anticipated HS graduation year _____

Before signing, carefully read the entire form. For more information, please visit csc.edu/ccp

I understand that:

1. Students are enrolling in college level courses. These courses become part of the student's permanent academic record, including both the high school and college transcripts and GPAs. Courses taken for high school graduation credit may impact a student's ability to graduate high school.
2. Students who fail and/or withdraw from course(s) after the 14th day of the semester may be billed by their school district for all tuition and fees associated with those courses. A student may withdraw from a class prior to the college's withdrawal date and receive a "W" on the college transcript, which will not affect the college GPA. Students who wish to drop a college class should consult with their school counselor and Columbus State Community College academic advisor before doing so.
3. Students may not register for more hours than indicated by the school counselor/principal, in alignment with State regulations. If a student registers for more hours than allotted, the family will be billed by Columbus State Community College for all tuition and fees associated with those courses.
4. Parents should never contact instructors regarding student progress, attendance, assignments, etc. All communication regarding the student must be handled through the College Credit Plus Office and/or the school counselor in accordance with the Family Education Rights and Privacy Act (FERPA).
5. Parents are not permitted to attend courses with students unless the parent is registered for the course as a paying student.
6. If the student is taking course(s) on a CSCC campus or Regional Learning Center, the student may be in class with adults who come from a variety of backgrounds, ages, and criminal histories. Students may be required to interact with classmates on group work/projects inside and outside the classroom.
7. Course subject matter may include mature themes and materials and will not be modified based upon College Credit Plus student participation.
8. If the student has a documented disability, it is the student's responsibility to request necessary accommodations through the college's Office of Disability Services.
9. Completion of this consent form does not guarantee admission to a specific program or course. To add courses, students must meet course placement and/or prerequisites and submit a registration form.

Student signature: _____ Date _____

Parent signature: _____ Date _____

School Official signature: _____ Date _____

COURSE REGISTRATION FORM

Summer 20____ Autumn 20____ Spring 20____

Student Full Name (Print) _____ Cougar ID# _____

School Name: _____ School Counselor Name: _____

Students must submit separate forms for each semester in which they intend to enroll in courses AND a new form for each schedule change

Please send completed forms to your CCP Advisor. If advisor is unknown, send completed forms to ccpadvising@csc.edu

Student's Maximum Credit Hours (To be completed by Public High School Representative only):

- Place the number of high school based credits a student is taking during the academic year on line (a).
- Multiply the number on line (a) by 3 to complete line (b).
- Subtract line (b) from 30, giving students the total number of semester hours available (c) for which they will receive funding for this academic year (Summer/Autumn/Spring).

(a) _____ X3 = (b) _____, then 30 - (b) _____ = (c) _____

If maximum credit hours are not listed, registration will not be completed **Homeschool/Nonpublic students:** submit ODE award letter and include amount here: _____

Class Name (i.e. ENGL xxxx)	Section # (3 digits)	Synonym # (5 digits)	Cred Hrs.	Course Title (i.e. Composition I)	Section days/times

Forms cannot be processed without section or synonym information

Student's Name (Print) _____ Signature _____ Date _____

Parent's/Guardian's Name (Print) _____ Signature _____ Date _____

High/Middle School Representative's Name (Print) _____ Signature _____ Date _____

Entered By	Date	REGISTRATION--OFFICE USE ONLY	Supporting Documents
			Registration Consent
			SSID #
			Max Hours