



Now that you've applied for the Running Start program and attended a New Student Information Session, you are almost ready for spring quarter! Please see the checklist below to hit the ground running.

## REGISTRATION



### 1. Complete your Enrollment Verification Form

- [Download the fillable PDF Enrollment Verification Form](#)
- Complete the student portion of the form and be sure to include your signature and your parent/guardian's signature.
- Schedule a meeting with your high school counselor to complete form or send your completed form to your high school counselor via email to discuss classes needed for high school graduation and get their signature.
- Your high school counselor will submit your form to Running Start for verification if they have signed electronically but you will be responsible to submit your form if they have provided you with a physical signature. Email your form to [runningstart@columbiabasin.edu](mailto:runningstart@columbiabasin.edu) or drop it off at Hawk Central.
- Within two business days of receiving and verifying your form, we'll lift the registration block on your account.

### 2. Login and follow the Getting Started Steps

- Now that you have received your student ID number and temporary PIN, you can login to the [Getting Started Steps](#). You will be prompted to change your PIN number, login to your CBC student email account, and learn about available resources at CBC.

### 3. Complete Student Orientation to Advising and Registration (SOAR)

- SOAR is the final Getting Started step and will be available for you to watch starting on January 31. SOAR is a 26 minute, online presentation that will walk you through important CBC procedures and resources. It includes both video and audio, so be sure to have headphones or speakers available.
- Once you've completed SOAR, the second and final registration block will be removed from your account within the next business day or on the following Monday. Congratulations, you are ready for registration!

### 4. Register for classes, including WKSP 090 – FYI for Running Start.

- Registration for new students begins on February 14. When registering for classes, make sure to register for WKSP 090 – First Year Introduction for Running Start. This is a required course.
- Please refer to the "How to Register" guide included in this packet to help you register online. If you have any questions about classes, please contact your high school counselor and/or a CBC completion coach at 509-542-5505 or [counseling@columbiabasin.edu](mailto:counseling@columbiabasin.edu).

# GET READY FOR SCHOOL



## 5. Pay your quarterly fees before the tuition deadline.

- As a Running Start student, your tuition is covered by your high school, but you are still responsible for quarterly fees.
- If you are eligible for free and reduced lunch at your high school, email a copy of your lunch eligibility letter to Running Start ([runningstart@columbiabasin.edu](mailto:runningstart@columbiabasin.edu)), so that your fees can be waived.
- Don't forget that tuition is only covered for college-level courses, so if you're registered for a below college-level course (numbered below 100), you'll be charged full tuition and fees.
- If you decide you'd like to take more than the number of tuition-free credits your high school has agreed to pay for, you certainly can, but you will be charged full tuition for any credits beyond the amount they've approved.

## 6. Enjoy your WKSP 090- FYI for Running Start class.

- FYI will be held a week or two before the quarter begins. Check your schedule to see when your session begins. If you're taking an online section of WKSP, instructions for accessing the course will be emailed to your CBC student email account prior to the first day of your section.

## 7. Purchase or rent books and supplies.

- Now that you've registered, you're ready to buy or rent your textbooks. To find out what books you'll need for your classes, [visit the CBC bookstore website](#).
- If you are eligible for free or reduced lunch at your high school, don't forget that you can apply for our Book Assistance Program to have your books loaned to you for free! To request an application, email [runningstart@columbiabasin.edu](mailto:runningstart@columbiabasin.edu). The application deadline changes every quarter so make sure to request your application as soon as possible so you don't miss the deadline.

## 8. Attend classes!

- It's official: you're ready to attend classes as a CBC student! Please remember the CBC community is here to help you every step of the way, so reach out when you need help!
- The first day of fall quarter is April 4, so be sure to login or attend your classes on that date!

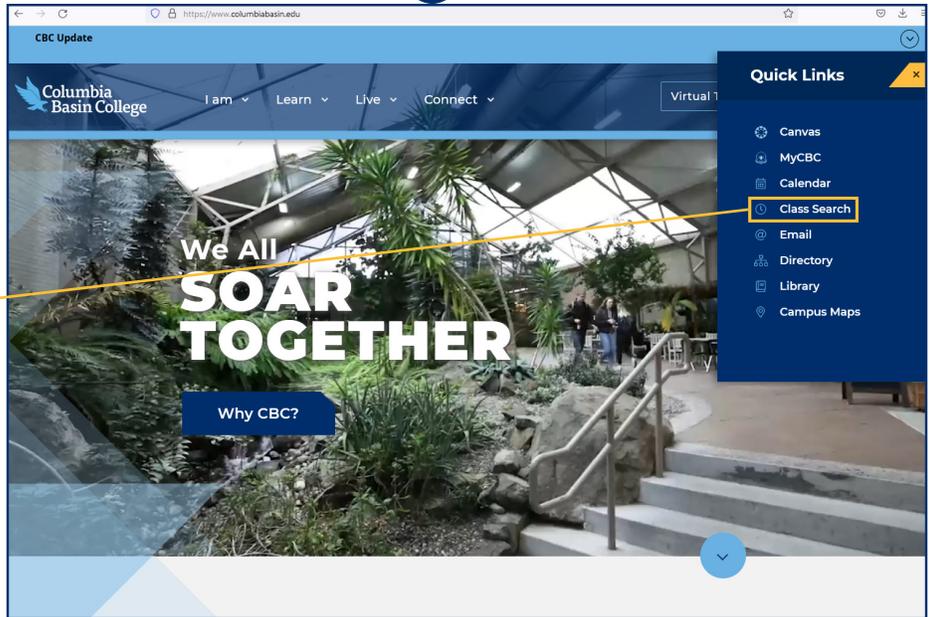
# HOW TO REGISTER FOR CLASSES

## Need to Register for CBC Classes or Adjust Your Schedule Online?

Start at [CBC's Home Page](#)

Choose CLASS SEARCH\*

- Click on the yellow ribbon in the top right corner of the CBC homepage and select **Class Search** from the Quick Links menu.
- Using the drop-down menus, search courses by a variety of criteria.
- Once you've selected your criteria, for example, **Subject or Department: PSYCHOLOGY**, click the Search button, and all the Psychology classes offered that quarter will appear.



\*Choose this method when you want to see all classes offered, even if they are closed, and you want to read course descriptions\*

- Click the white box next to the class you would like to take, then to the right of the screen you will see your cart. You'll then be asked to enter in your Student ID (SID) and PIN number.
- A couple of screens may pop up, the first asking you if you want to register to vote and then a tuition reminder page. Click "continue" at the bottom of the screen.
- A pink and blue screen will appear showing you that you have registered for that course and the amount of tuition due. You may go back to **Class Search** and add additional courses if desired.

### Class Search

Class Search | Class Matrix | Schedule Planner

Quarter: Winter 2022 | Campus Location/Online Courses: All | Subject or Department: PSYCHOLOGY | Discipline/Distribution: All

Item Number: | Course ID: | Instructor: ALL | Time: ALL | Open/Closed\*: ALL | Keywords: | Search | Reset

\*Last updated 12/20/2021 12:48:09 PM

Search results for: Winter 2022, All, PSYCHOLOGY

**Class Times/Location Key:**  
 Online (no required class times): Building=ARR and Day=ARRANGED  
 Online Zoom (required class via Zoom): Room=ZOOM, Day/day indicators, and Time=time range  
 On Campus (required class in person): Building=building, Room=room#, Day/day indicators, and Time=time range  
 Hybrid (combination of Online Zoom and On Campus): shows two rows, one with Online Zoom and the other with On Campus class indicators

**PSYC 201 Social Psychology [S/B] (formerly PSY 201)**

This course will provide students with an introduction to the field of social psychology, a subfield of the science of psychology that focuses on the perceptions, thoughts, feelings, and behaviors of individuals and groups within a social context. As this is a survey course, this class will give you a broad overview of the major theories and findings within social psychology.  
**Recommended prerequisite: PSYC & 100.**

Item#	Course	Section	Credits	Building	Room	Day	Time	Instructor	Cap	Seats	Status
<input checked="" type="checkbox"/> 2061	PSYC 201	DIH	5.0	SWL	117	TTh	11:30AM - 12:30PM	AUSTIN, A	30	12	OPEN
<input type="checkbox"/> 2079	PSYC 201	DII	5.0	ARR		ARRANGED		AUSTIN, A	30	0	CLOSED
<input type="checkbox"/> 8205	PSYC 201	DII	5.0	ARR		ARRANGED		AUSTIN, A	30	0	CLOSED

Note: This list is updated every 15 minutes so you may see one seat open, but its been taken since the last update, or a class will appear closed, but someone has dropped in the last 15 minutes, and it's now open.

## Registering for classes using SCHEDULE PLANNER:

- At the top of the Class Schedule page, click on the blue Schedule Planner link.

### Class Search

Class Search | [Class Matrix](#) | [Schedule Planner](#)

Quarter Winter 2022	Campus Location/ Online Courses All	Subject or Department ALL	Discipline/Distribution All		
Item Number	Course ID	Instructor ALL	Time ALL	Open/Closed* ALL	Keywords

\*Last updated 12/20/2021 12:48:09 PM

\*Choose this method when you already know what specific courses you want, as it only shows open courses\*

Select the upcoming quarter, keep “All locations” selected, then click the box **Select Courses**.

- Place your cursor and click in the top left hand box within the pink vertical column, then bring your cursor down to the middle bottom of the page and click on “View Course List.”
- Find the courses you are interested in, and click on the course prefix in blue. You will see the course prefix go into one of the white boxes on the left hand side.
- Once you have the courses in the boxes, click the **Submit Selections** box below. A list of courses with currently open sections will appear.

### Schedule Planner

Select Quarter  
Winter 2022

Select Location  
All locations  
Richland  
Distance-Online  
Pasco  
Weekend

The screenshot shows a 'Time Grid' interface. On the left, there are several white boxes for course selection. The main area is a grid with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and rows for time slots (08:00am, 08:00am, 09:00am, 10:00am, 11:20am, 12:40pm, 01:00pm, 03:00pm, 06:00pm, 07:40pm). Each cell in the grid contains a checkbox. At the bottom right, there is a 'Register' button.

- Select the courses you want by putting a check mark in the white box next to the course. At the bottom right, click on the button, Register. You will be asked to enter your Student ID and PIN#.
- A couple of screens will pop up, the first asking you if you want to register to vote and then a tuition reminder page. Click “continue” at the bottom of the screen.
- A screen will appear showing you that you’ve been added to those courses. You may go back to Schedule Planner and add additional courses if desired.

## Getting an error message when you try to register for a class?

Here are some common reasons why you might be receiving an error message:

- Unmet Prerequisite - This means that you do not meet the prerequisite requirements for the course you’re trying to add based on the placement information or course history that we have on file for you.
- Class Full - This means that the class you are trying to add is full and there are no seats available. You can check if any other sections of the same class have seats available.
- Attempting to register for more than 20 credits - If you are trying to register for more than 20 credits, you’ll need a Completion Coach to approve a credit overload. Call Counseling & Advising at 509-542-5505 for assistance.

To troubleshoot any of these registration errors, check out the [Remote Registration FAQ page](#).

# TIPS, TRICKS AND REMINDERS



## Communication is key!

- You are a college student now and will be treated as a responsible adult throughout your time at CBC. It's up to you to communicate with your instructors and know what's expected of you in your classes and at CBC in general. Stay up to date with the following tips:
  - Check your CBC email account regularly. This is how most campus communication will be sent to you.
  - Read every communication that is sent to you. We aren't in the habit of sending things that aren't important so if something lands in your inbox and it's from a CBC email address, be sure to read it thoroughly!
  - Nothing is automatic and deadlines will be observed, so know your deadlines and stay on top of them. Important academic deadlines, like the last day to drop a class without receiving a 0.0 on your transcript, can be found at [columbiabasin.edu/academicdeadlines](http://columbiabasin.edu/academicdeadlines).
  - Your parents won't be able to make decisions or initiate transactions for you, but if you want them to be able to receive non-directory information about your education records, be sure to file a [Release of Information form](#).

## Access resources!

- As a college student, you'll need to be a self-advocate if you're struggling with something. Whether it's difficulty in a class, confusion about a deadline or college process or something personal, no one will know you're struggling unless you tell them.
  - If you're struggling in a class, contact the [Academic Success Center](#).
  - If you're dealing with something personal or struggling with anxiety, contact the [Counseling and Advising Center](#).
  - If you need accommodations in your classes, contact [Disability Support Services](#).
  - If you don't know what classes to take, contact the [Counseling and Advising Center](#) to set up an appointment with your Completion Coach.

## Tuition and Fee Reminders

- With the Running Start program, tuition charges are covered by your local high school but quarterly fees are the responsibility of the student. Remember that by signing up for classes, you are agreeing to pay these fees.
- If you decide you'd like to take more than the number of tuition-free credits your high school has agreed to pay for, you certainly can, but you will be charged full tuition for any credits beyond the amount they've approved.
- High schools do not cover the tuition costs of courses that are below college-level. This means that if you register for any course below the 100 level (eg. MATH 050), you will be responsible to pay the full tuition for that class.
- Fee waivers are available to qualifying students. Students are eligible to have their fees waived if they currently qualify for free or reduced lunch at their local high school or if they have spent at least one year in the Washington State Foster Care system since the age of 13.
- Students who qualify for the fee waiver may also qualify for the Book Assistance Program. If you are an eligible student who would like to apply to have your textbooks loaned to you, please request an application by emailing [runningstart@columbiabasin.edu](mailto:runningstart@columbiabasin.edu).



### EMAIL

[runningstart@columbiabasin.edu](mailto:runningstart@columbiabasin.edu)



### PHONE

509.542.4481



### ADDRESS

2600 N. 20th Ave., Pasco, WA 99301



### WEBSITE

[columbiabasin.edu/runningstart](http://columbiabasin.edu/runningstart)