



Instructions for Registering for COS Classes



***The Spring 2021 Schedule of Classes will be released on October 2, 2020.**

Spring Registration OPENS for Concurrent High School Students on December 7th, 2020.

You must follow the steps below to be ready to register.*

1. **APPLY:** https://youtu.be/F8gr3_w61u4 (Only if you did not take a Fall 2020 COS course).
 - a. Log into your www.CaliforniaColleges.edu account using your school gmail account.
 - b. Hover over College and click on the CA Community Colleges Application
 - c. Search for College of the Sequoias and Launch
 - d. You will first create a CCCapply account and then it will take you to the COS application. Make sure to select "Enrolling in High School and College at the same time."
 - e. You will receive a confirmation email from COS, which will provide your Banner Id and COS email account information. It is important to read these emails carefully.
2. **PERMISSION FORMS:** Due by November 3rd to COS
 - a. Read and complete the Concurrent High School Student Permission Form with all required signatures and list all of the courses you would like permission to take. Please refer to the important Information section on the form.
 - b. Complete the Course PreRequisite Override Petition if you are planning to enroll in a Math, English, Chemistry or Foreign Language course (if required).
 - c. Submit a completed and signed Concurrent High School Permission Form to your counselor.
 - d. Once you get your Counselor's signature, email the completed and signed forms to the COS Admissions Office at concurrentenrollment@cos.edu. **(COS prefers that all forms are sent in by November 3rd.)**
3. **REGISTER** for a course through your COS Banner Web on **December 7th**
 - a. You are responsible for searching for the CRN for the course you want to register for and have it ready for registration
 - b. Review the registration guide prior to registering
<https://www.cos.edu/en-us/Admissions-Aid/Documents/Registration%20Guide%202020.pdf>
 - c. Students are responsible for registering for their COS courses and purchasing required textbooks and materials.
 - d. Once you are registered, please send your counselor a screenshot of your Schedule of Classes found on your Banner Web account.

****After completing a COS course, please request an official COS transcript on your Banner Web and request it be emailed to your counselor.**