

## Registration Guide

### Registering for Classes: Easy as 1, 2, 3

#### 1 Section One – for Current Students:

If you have taken classes with Columbia College in the past three semesters, you may register for classes by visiting **connectColumbia** and logging into your online account using your student identification number / “w” number and password. Jump to Section Three for instructions on registering for classes.

*If you have attended Columbia College in the past but have been gone for a year or longer, you will be required to complete a new admissions application. Follow the steps in Section two.*

#### 2 Section Two – for New Students:

If this is your first time taking a class with Columbia College (or you have attended in the past but it has been a year or longer), start by completing the Admissions Application. To apply visit the following link:

**<https://columbia.yosemite.edu/OnlineApp/>**. Click **Apply Now** and follow the onscreen instructions.

#### Helpful Information related to the Admissions Application Process:

1. You will create a user name and password that will be used to save your admissions application should you need to complete it another time. This is not the same as your student identification / “w” number & password.
2. You will be required to answer all of the questions on the admissions application. Continue to follow the onscreen instructions.
3. Once you submit your online admissions application, you will receive an email from CC Admissions to confirm your acceptance and give you your student identification / “w” number.
4. You are now eligible to register for Columbia College classes. Move on to Section Three.

#### 3 Section Three – for Everyone:

Now it’s time to register for classes. Begin by visiting **connectColumbia**, the online registration portal. (You can also find a link to connectColumbia by visiting **[www.gocolumbia.edu](http://www.gocolumbia.edu)**, under My -Columbia)



1. Login to your account using your student identification / “w” number and password

User ID   
Password   
Hint

SUBMIT

2. Click on Current / Former Students



- Click on Register/Add Classes

<b>Registration</b>
<a href="#">Apply To Columbia College</a>
<a href="#">Registration Date and Time</a>
<a href="#">Class Search</a>
<a href="#">Register/Add Classes</a>
<a href="#">Drop Classes</a>
<a href="#">My Class Schedule</a>
<a href="#">Drop Waitlisted Classes</a>
<a href="#">Add class with Access Code/Add Card</a>
<a href="#">E-ADD Card Request (For Online Classes)</a>

**HELP DESK 209.588.5385**

Monday–Friday 8:00A–5:00P

Not available holidays or weekends

- Select Registration Option – Express Registration is suggested  
(\*Preferred Class List is an option prior to the start dates of classes.)

Express Registration: The fast, easy way to register for classes. Uses multiple browser windows.

Search and Register For Classes: Recommended for students with disabilities, text browsers, and some popup blockers.

Register - Preferred Class List: Use this option if you have already placed sections on your preferred list and would like to now register.

- Enter the Synonym/Section & Term, click Submit

Synonym/Section	Term
<input type="text"/>	2012CFA Columbia Fall 2012
<input type="text"/>	<input type="text"/>

**SUBMIT**

- Select "RG - Register" in the drop down menu under the word "Action" & click SUBMIT

**Action**

RG - Register	▼
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- You will receive an onscreen confirmation that you have successfully registered. Print this page. Click SUBMIT to finish registration and follow the onscreen instructions.
- You are now registered in your class(es) and you may pay your fees.

\* **Preferred Class List:** Similar to many online businesses, connectColumbia Online Registration has a shopping cart feature called Preferred Class List. You may select sections and place them on your Preferred Class List while building your class schedule. You can build your schedules prior to your registration date and time. To finalize registration on your registration date and time, you will login to connectColumbia, click on **"Register – Preferred Class List"** and select **"RG – Register"** in the drop down menu next to the class(es) you'd like to enroll in. It is important to remember that once you have added classes to your Preferred Class List, **you must remember to return on your registration date and time to mark the class(es) with "RG-REGISTER."**

Watch for error messages that might appear in red at the top of the screen when you are registering in your preferred classes. If your record is flagged with any type of issue, clock or obligation, you will receive an error at the top of the screen in red text. **READ THE ENTIRE MESSAGE.** Make sure that you clear each problem and then proceed with registration.