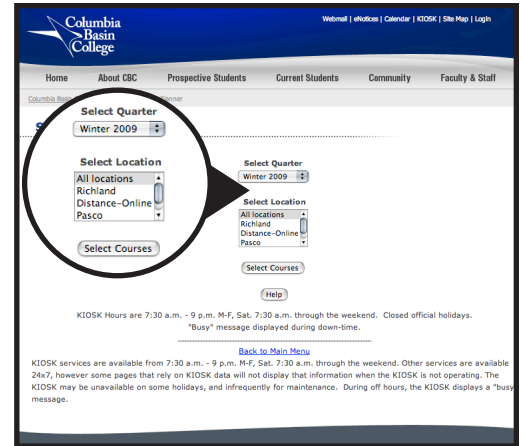


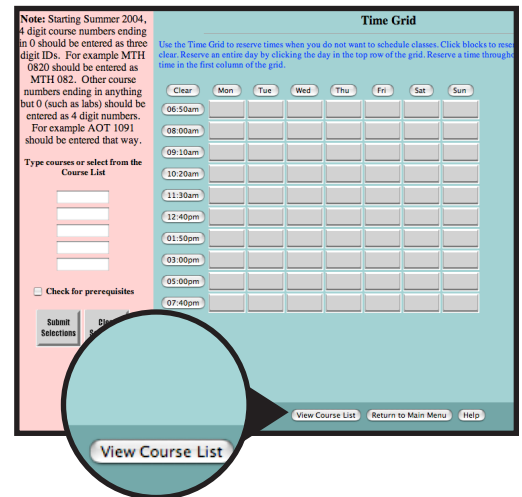
On-Line Registration



- Go to the schedule planner page at www.columbiabasin.edu/scheduleplanner
- On the Schedule Planner page, select the quarter you are wishing to attend, along with the location you are planning attend. Then hit the “Select Courses” button to proceed. *(Note: If you are interested in taking classes in the classroom and online it is suggested that you select “All locations” in the select locations box)*

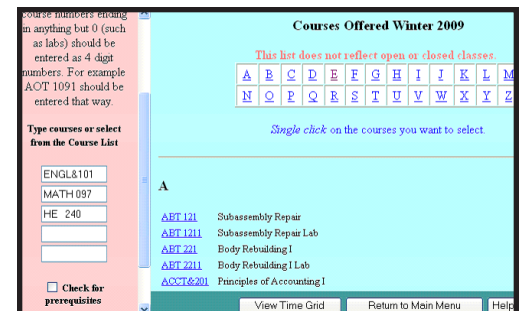


- The Time Grid page is designed to “reserve” times you are **unable** to take classes. If you wish to block out times during the week you can do so at this time and when you are done select “View Course List” at the bottom of the page.

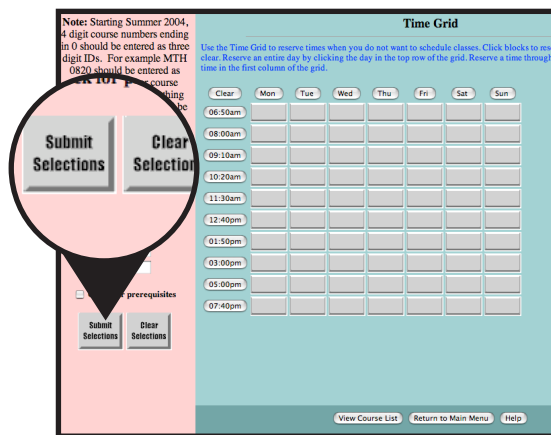


- If you do not want to use the time grid feature you can simply select “View Course List” at the bottom of the page and proceed to view all times and classes available.

- On the Courses Offered page all the courses are listed alphabetically. If you are interested in scheduling a course, simply click on the blue highlighted prefix to the left of the class name. The course prefix you select will appear in the white box on the pink section of the page. You may select up to five classes.



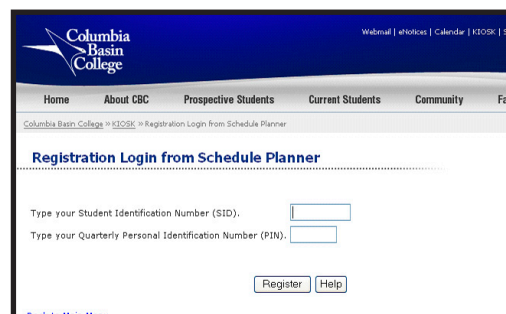
- To see the time a class is offered and if there are openings, click the “Submit Selection” button in the pink section. Review the list and find the class times you wish to attend. (You must have course prefixes in the pink section to review class times).



- Click the white box to select a class in the “Select” column. A check mark will appear next to each class you select and you may now click the “Register” button at the bottom of the page.

Select	Course	Item	Class Days and Times	Building and Room	Instructor	Seat Openings	Notes (click)
<input checked="" type="checkbox"/>	ENGL&101	0618	MTWTh 10:20 11:20am	00L L101	MOQUEERRY, M	12	4
<input checked="" type="checkbox"/>	ENGL&101	0600	MTWTh 06:50 07:50am	00A A329	FIGUEROA, R	6	4
<input checked="" type="checkbox"/>	MATH 097	8594	ARRANGED	AER	JINDAL, M	6	6
<input type="checkbox"/>	HE 240	3072	ARRANGED	AER	VLADIMIROFF	19	6
<input type="checkbox"/>	HE 240	3070	ARRANGED	AER	DUNTERMAN, D	24	6
<input checked="" type="checkbox"/>	HE 240	3068	ARRANGED	AER	STOKER, L	9	6
<input type="checkbox"/>	HE 240	0918	MTW 09:10 10:10am	00G G103G	DUNTERMAN, D	13	
<input type="checkbox"/>	HE 240	0920	MTW 10:20 11:20am	00G G103G	DUNTERMAN, D	13	

- On the “Registration Login” page you will enter your Student Identification Number (SID) and your Personal Identification Number (PIN) to finalize your registration for the class(es) you selected. Proceed by clicking “Register”.



- With successful login you will be directed to the Web Registration page and automatically registered for the classes you checked. An error screen will inform you of any reason(s) why you were unable to register for a class.
- Note: During peak registration periods it may take a few tries before you are able to successfully login. Be patient and continue to login or try again at later time.

Final Registration Steps

- Double check the registration information
- To return to course selection, simply click the “return to main menu” button.
- To print your schedule, click the “finish” button and then “view my schedule.”
- For assistance please contact the Registration Department @ 542-4524.