

# ***My Cougar Connection***

## **On-line Registration Help**

---

### **WHAT IS *MY COUGAR CONNECTION*?**

This web access allows you to register for classes, print your schedule, grades, and unofficial transcript. These are just a few of the functions currently available and more will be added in the future. An additional Help function can be found on the Welcome Page of the *My Cougar Connection* Portal.

Any questions or problems regarding course registration should be directed to the Registrar's Office by e-mail at [boconnor@sf.edu](mailto:boconnor@sf.edu) or (260) 399-8061. Questions or problems regarding access to your web account and log on should be directed to the USF Helpdesk at (260) 399-7700 x6027.

On-line registration will only be available to you at the times specified by the Registrar's Office and according to the number of credit hours **earned previously**. On-line registration times will vary from the Registrar's Office business hours. These times will be published in the course schedule book and at the *Academics and Majors page/Course Schedule/Course Schedule Policies* link on the USF web site. If you are accessing your account at the appropriate time and there are no holds on your account you can register for most courses on-line via *My Cougar Connection*.

To make your registration as easy as possible, it is recommended that you refer to the course schedule posted at [www.sf.edu](http://www.sf.edu) and have a list of preferred courses (course name and number) and alternative courses prepared before logging in. You should have already built this list with the approval of your advisor. Having this list handy will help to minimize the amount of time spent online and will help you fully complete your registration in one session.

---

### **LOGGING ON TO YOUR ACCOUNT**

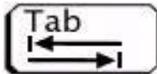
1. Log on to the USF homepage at:

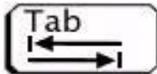


2. From the *Current Students* page and below the *Big Four* header, click on *My Cougar Connection*.
3. A TERMS OF USE POLICY information box will appear. Since online registration is handled through a secure server, be sure to read the information carefully before you click on I ACCEPT THESE TERMS at the bottom of the screen. Once you accept the USF guidelines and policy, a new page will appear, displaying the logon screen.
4. The *Cougar Connection* logon screen will appear.



5. Enter your user name and password (this is the same as your network login information).
6. Single click in the User Name box and type your USF User Name.



- Use the  to advance to the Password box. Type in your network password.
7. Click on the LOGIN button or simply use the ENTER key.
  8. Since the login is case sensitive (upper case letters), be sure to enter your network login information correctly. There is a limit restricting the amount of time you have to logon.
  9. You should now see the welcome screen with your name displayed.
  10. If your account is on HOLD, an ALERT will be displayed in the COURSE SCHEDULES ADD/DROP panel at the lower right of the screen. A HOLD on your account will prevent you from adding or dropping courses, viewing a grade report and viewing a transcript. Please contact the office listed to resolve the hold issue.
  11. Click the STUDENT ACADEMICS TAB. You will have several options from which to choose.



## QUICK PRINT TASKS

- A CLASS SCHEDULE
- A GRADE REPORT
- AN UNOFFICIAL TRANSCRIPT

Click on the STUDENT ACADEMICS tab, and choose the function in the panel on the left side of the page.

### CLASS SCHEDULE

From the Student Schedule link you can select two print options. If the term that appears is the one you want, click on USF ALTERNATE SCHEDULE VIEW; click on the printer icon and then OK.

To print a schedule for a different term than currently appears on the screen, change the term field and click on SEARCH. When the schedule appears, click on the PRINTER FRIENDLY option located in the upper right hand corner. Click on FILE; PAGE SETUP; change the orientation to LANDSCAPE; click OK; click SEND TO PRINTER; click PRINT.

### GRADE REPORT

From the Grade Report link, select a year and term. Click the VIEW FINAL GRADE REPORT link. You can select two print options: click on USF ALTERNATE GRADE REPORT; then click on the printer icon; and then OK – or click on the PRINTER FRIENDLY link and follow the directions to print the page.

### UNOFFICIAL TRANSCRIPT

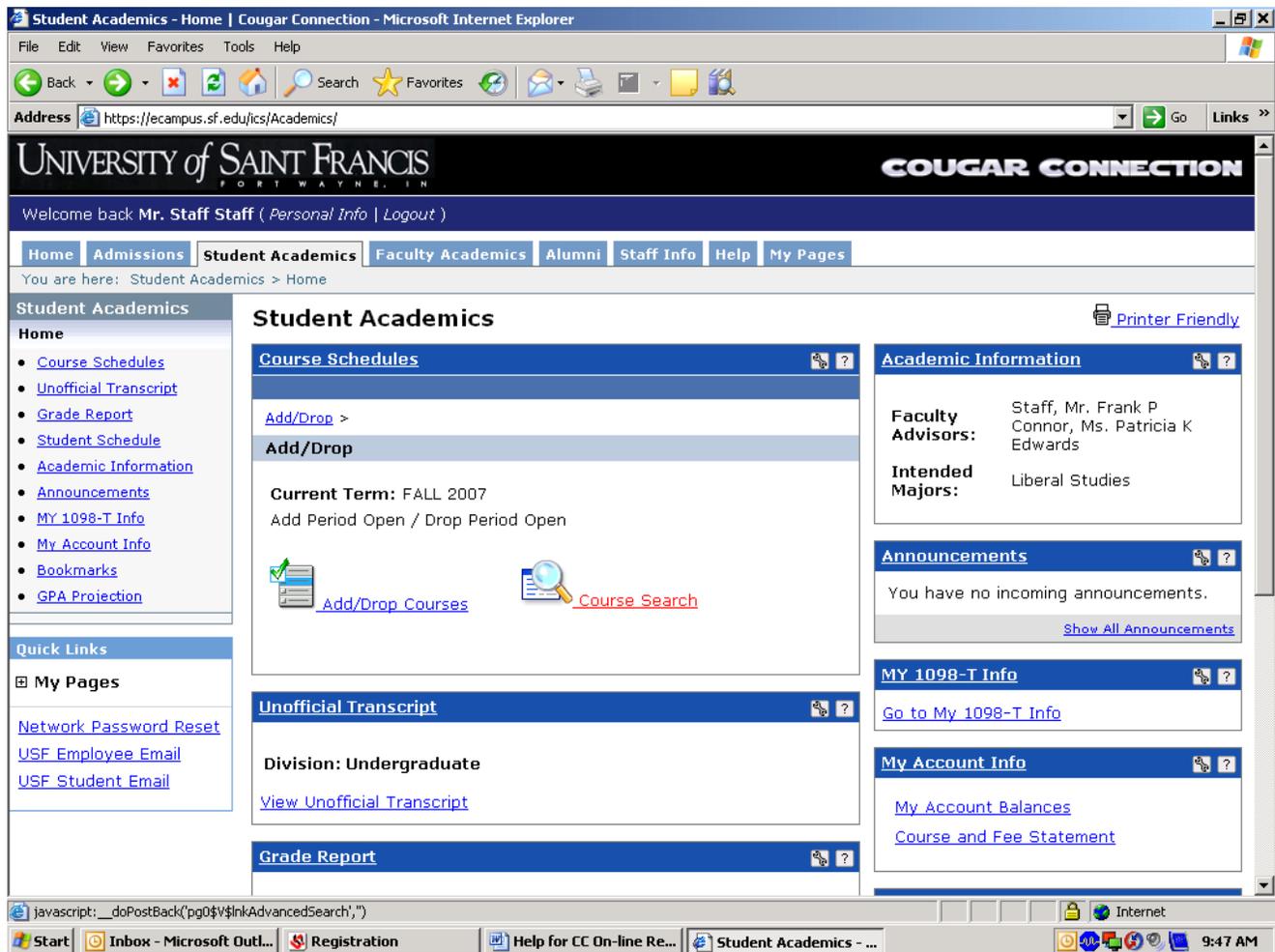
Click the Unofficial Transcript link. You can select two print options: click on USF ALTERNATE UNOFFICIAL; then click on the printer icon; and then OK – or click on the PRINTER FRIENDLY link and follow the directions to print the page.

# COURSE REGISTRATION

NOTE: TO AVOID BEING TIMED OUT WHILE NAVIGATING THE APPLICATION, DO NOT USE THE "BACK" BUTTON. ALWAYS CLICK ON THE BLUE-COLORED COMMAND LINKS.

The following are the recommended steps for using the on-line registration process on the STUDENT ACADEMICS TAB: You have a choice regarding the method you use to register for courses.

**Method 1** (recommended) uses the *Course Search* link, and **Method 2** uses the *ADD/DROP COURSES* link. Method 2 is not recommended and is a more difficult method. **PLEASE DO NOT USE METHOD 2.**



## Method 1: COURSE SEARCH LINK – RECOMMENDED METHOD

You will need to perform a course search for the courses you would like to add to your schedule. From the STUDENT ACADEMICS page, click on the *Course Search* link.

The screenshot shows the 'Course Search' form with the following fields and options:

- Term: FALL 2007
- Department: PSYC - PSYCHOLOGY
- Course Number Range: 121 to 121
- Title: Begins With
- Course Code: Begins With
- Division: All
- Reference #:
- Time: To:
- Meets on any day(s)
- Meets only on the selected days
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
  - Sunday
- Faculty: All
- Campus: Main Campus
- Building: All
- Section Status: Open and Full
- Min/Max Hours: to
- Buttons: Search, Reset

The current year and term open for registration is the default selection. You may have the option to choose another term to search via a drop-down menu when Summer session and Fall semester registration periods are open concurrently.

Choose MAIN CAMPUS for courses available to students at the Fort Wayne campus. When you have finished with your selections, click the SEARCH button at the bottom of the page or click RESET to restart your selection.

Search Reset

## VIEWING YOUR SEARCH RESULTS AND REGISTERING FOR COURSES

When a list of courses appears, select the courses for which you wish to register by clicking the box in the ADD column. Click the ADD COURSES link to register for the selected courses.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Student Academics website. The address bar shows the URL: https://ecampus.sf.edu/jics/Academics/. The navigation bar includes links for Home, Admissions, Student Academics, Faculty Academics, Alumni, Staff Info, Help, and My Pages. The main content area is titled "Student Academics" and features a "Course Schedules - Results" section. Below this, there is a search interface with a "Search Again" link, a "Term" dropdown set to "FALL 2007", a "Division" dropdown set to "All", and a "Search" button. A message box states: "Other previously selected search criteria still apply." Below the search interface is a table of search results:

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input type="checkbox"/>	<a href="#">PSYC 121 01</a>	GENERAL PSYCH	Bohnke, Lon G	22/75	O	MWF 8:00 AM-8:50 AM	3.00
<input type="checkbox"/>	<a href="#">PSYC 121 02</a>	GENERAL PSYCH	Fawbush, Jennifer M	0/72	F	MWF 10:00 AM-10:50 AM MWF 10:00 AM-10:50 AM	3.00
<input type="checkbox"/>	<a href="#">PSYC 121 03</a>	GENERAL PSYCH	Carrigan, Amy Jo	35/75	O	MW 6:00 PM-7:15 PM	3.00
<input type="checkbox"/>	<a href="#">PSYC 121 04 B</a>	GENERAL PSYCH	Carrigan, Amy Jo	0/10	F	-	3.00

At the bottom of the results section is an "Add Courses" button. The browser's taskbar shows several open windows: Start, Inbox - Microsoft Out..., Registration - [Stude..., Help for CC On-line Re..., and Student Academics - ... The system tray shows the time as 10:37 AM.

A message confirming that you are registered for the selected courses will be displayed.

Repeat this process by course department code as necessary to register for additional courses on your registration form by clicking on the COURSE SEARCH link on the blue navigation bar in the *Student Academics* window.

**NOTE: TO AVOID BEING LOGGED OUT WHILE NAVIGATING THE APPLICATION, DO NOT USE THE “< BACK” BUTTON ON THE MICROSOFT EXPLORER TOOLBAR. ALWAYS CLICK ON THE BLUE-COLORED COMMAND LINKS (Course Search) TO CONTINUE.**

To determine if a course is open and available to add to your schedule, note the number of seats open. Courses with a status of ‘O’ are **Open** for enrollment and status of ‘F’ are **FULL (See waitlist instructions and policy below)**.

## PLEASE NOTE: “CO-REQ” ERROR MESSAGE

You have a choice to only select AND register for one course section with the same department code on the screen at a time. After you see confirmation that one course was added, repeat the COURSE SEARCH and ADD procedures for

each additional course for which you would like to register.

If you want to register for two course sections with the same department code on the screen at the same time and you see the COREQUISITE ERROR message.....

BIOL 221 03 LAB is a course with a Corequisite (i.e. the appropriate lecture section). To register for BIOL 221 03 L, you must select one of the Corequisite (lecture) groups listed here. Check the Add box and click the Add Requisite Course(s) button.

.....follow the instructions to register for the corequisite course section if it is in open status. You will then become registered for both course sections.

To complete the process of adding corequisite courses to your schedule, click on the ADD COREQUISITE COURSES button at the bottom of the page.

A new page will be displayed where you should get confirmation that the course was added. From this page you can drop the course if you change your mind or select the Course Search link to start your search again.

If your registration is complete, proceed to *Viewing Your Class Schedule* instructions below.

## **PLEASE NOTE: "PRE-REQ" ERROR MESSAGE**

If you see the PREREQUISITE ERROR message, it means that your record does not contain the pre-requisite course required for registration of the course for which you are attempting to register. If you see the PREREQUISITE ERROR message, please check with your academic advisor or the Registrar's Office.

---

## **WAITLISTING**

To be WAITLISTED for a course follow the same steps as registering for a course. During the registration process, another window will open. There you will have the option to be waitlisted for the course.

When a student waitlists for a course on the web during online registration in Cougar Connection, the following waitlist policy applies:

You may be waitlisted for a course that is now full. In some cases, you may choose another section of this course, or choose a different course with your advisor's approval, or remain waitlisted for this course. If you remain waitlisted, you are NOT officially enrolled in the course. The waitlist is ordered by date and time of registration. If a place becomes available for you in the course, YOU WILL AUTOMATICALLY then become officially enrolled in the course through the Registrar's Office and a revised schedule will be mailed to you immediately. If moving you into this course means you will be enrolled for more than 18 credit hours, the Registrar's Office will contact you before changing your status from "Waitlisted" to "Current". If you do not wish to become automatically enrolled for this course (when a place becomes available for you) please drop the course from your schedule NOW. If you need assistance, please call the Registrar's Office at (260) 399-8061 or (260) 399-7700 ext 6526 or email [registrar@sf.edu](mailto:registrar@sf.edu).

### **WARNING**

The actual number of credit hours enrolled (not including waitlisted courses) may affect your financial aid award and therefore your bill. For example, students who need to be classified as full time for financial aid purposes but who are confirmed in less than 12 credit hours because of waitlisted courses are considered PART TIME students, and they may receive a reduced financial aid award and therefore may incur increased charges on their bill. Please resolve part-time enrollment due to waitlisted issues before billing statements are due.

## **PLEASE NOTE: WAITLIST ERROR MESSAGE**

If a section of the course for which you wish to **waitlist** has a co-requisite (i.e. a lecture and a co-req lab or clinical) and either the lecture or the lab section is full or either has an established waitlist, My Cougar Connection will not allow waitlisting for that course. Students must request a waitlist status in the Registrar's Office by submitting a signed and completed registration form.

## VIEWING YOUR CLASS SCHEDULE

After registering for a course(s), you can view your schedule by selecting the STUDENT SCHEDULE link in the panel on the left side of the STUDENT ACADEMICS page.

From the Student Schedule link you can select two print options. If the term that appears is the one you want, click on USF ALTERNATE SCHEDULE VIEW; click on the printer icon and then OK.

To print a schedule for a different term than currently appears on the screen, change the term field and click on SEARCH. When the schedule appears, click on the PRINTER FRIENDLY option located in the upper right hand corner. Click on FILE; PAGE SETUP; change the orientation to LANDSCAPE; click OK; click SEND TO PRINTER; click PRINT.

---

## LOGGING OFF

The most important step after accessing the *My Cougar Connection* web page is logging off. If you do not log off, your account is accessible by anyone who may use the computer after you. Not only should you click on the LOG OUT link in the blue navigation bar, but you should also close the web browser completely or go to FILE > CLOSE. This will ensure that your connection has been completely closed.

---