

Basic Information**1. What is a “credit hour”? How can I tell how many credit hours each class is?**

A credit hour is the number of hours you will meet for classes in one week during a regular semester (summer semesters are different because they are shorter, but the number of physical hours in the classroom for the summer semesters or mini-esters are the same number of hours as for regular semesters – just in a compressed format). The second digit of the course number indicates how many credit hours the course is. For example, MATH 1314 is a 3 credit hour class which meets for 3 hours a week, while MATH 1414 is a 4 credit hour class which meets 4 hours a week.

2. Do Developmental Math (or Reading, or Writing, or ESL) classes count toward a degree? Do they count toward my full time status?

No, they do not count toward a degree, but yes, they do count toward your full-time status for Financial Aid, international student requirements, and (most) insurance purposes. Check with your insurance company to be certain.

3. How many times may I take a course?

Collin’s repeat policy, effective Fall 2002, is that you may repeat a course only one time for a letter grade. A third attempt is not allowed, but you are welcome to complete the course at a different college and then transfer it back to Collin College.

4. What is the difference between “Admission” and “Registration”?

“Admission” means you have been accepted to Collin College as a student; “Registration” is the process by which you select and pay for classes in order to create a schedule.

5. I submitted an application for Admission last semester, sent in my transcripts, and received my Cougarweb ID and login information. I can get into my Cougarweb account, but when I try to register I can’t. Why not?

You are not considered a current student if you were admitted for a prior semester but did not actually take classes that semester. Your Cougar account is still accessible but you must fill out a new application for admission in order to re-activate your account in order to register for classes.

6. Can I take a sophomore level class my freshman year?

Yes. The first digit of the course number indicates whether a course is a freshman or sophomore level. For example, GOVT 2305 is a sophomore level course, while HIST 1301 is a freshman level course. Sophomore level courses can be taken in your freshman year, and freshman level courses can be taken in your sophomore year.

7. Is a sophomore level course harder than a freshman level course?

The level of expectation from your professors about the quality of your work will be higher in a sophomore level course than in a freshman level course.

8. I sent in my transcripts. Why do my previous college courses not show up on my transcript here at Collin?

Transfer credits are not applied automatically. You need to request the courses be transferred to your degree plan here. Fill out a Request For Degree Plan form and turn it in to Advising or Admissions & Records; your transcripts will be forwarded to Collin's Degree Evaluators who will then contact you when it is complete.

Registration and Payment

1. I'm a new student at Collin, and I applied online. How do I know if I can register for classes?

You will receive an email confirmation – or in some cases, a series of emails -- which includes your Cougarweb login and password information, testing status, and the status of any requested transcripts. Log into your Cougarweb account and click on the link “Check for Holds” to see if anything further is required, such as testing or a transcript. If you have no holds you may register for classes when the registration period opens to new students. Check the Collin calendar on our homepage at www.collin.edu for more information about registration dates.

2. I'm a new student at Collin, and I applied for admission in person. I signed a form called a Conditional Admissions Contract (CAC) and the person in Admissions said I have several weeks to get my transcripts here. Am I allowed to register for classes now?

Probably not. You need to meet with an Academic Advisor in person to determine whether or not we have enough information about your academic background to satisfy state and college requirements for you to be eligible for registration. You may need testing, or if you have prior college work we need to see an unofficial copy (a web print out is okay) of your transcript. The CAC is for Admissions purposes only and is not a shortcut for Registration.

3. When does registration begin?

Check the calendar on our homepage at www.collin.edu for exact dates.

4. How do I register for my classes? Can an Advisor do it for me?

You will register online for your classes using your Cougarweb account, using the Look Up Classes link or the Add/Drop Classes link. Advisors will be happy to demonstrate the process but students must register themselves. Advisors will not do it for you. (No, not even the first time.)

5. How do I find out what a class is about?

Course descriptions can be found in Look Up Classes or Add/Drop Classes by clicking on the blue CRN (Course Registration Number) and then clicking on “View Catalog Entry” for more information.

6. I'm a new student. How do I know which classes to take?

If you are new to college you should meet with an Academic Advisor who will guide you and help you with a degree plan. If this is your first semester you have many options; do not be afraid to read the course descriptions to find out more about a particular course. Course descriptions can be found in Look Up Classes or Add/Drop Classes by clicking on the blue CRN (Course Registration Number) and then clicking on “View Catalog Entry”.

7. Do I need to take classes in a certain order?

Yes, and no. Some classes, such as most English classes, Math, and Science classes are taken in sequence. Others such as Government or History do not need to be taken in sequence; HIST 1302 simply covers a different time frame than does HIST 1301 and so they do not need to be completed in order.

8. I tried to register for a science class, but I can't. Why can't I register for General Biology (BIOL 1406)?

Several things may prevent registration in a science class. The most common is that you have not selected both parts – you need to select both a lecture AND a lab, all in the same transaction. For example, if you are using Look Up Classes and are looking at the sections for BIOL 1406, you will notice two types of sections. The lecture portion will meet 2 or 3 times a week, and the lab will meet only once a week. You need to select BOTH lecture and lab before you click on the “Register” button. As always, you can click on the CRN to see more information about the section: the lecture portion will indicate that you need to register for a lab portion in addition to the lecture, and the lab portion will indicate that you need to register for a lecture portion in addition to the lab. If you attempt to register for only half the course you will receive what is called a “Link Error”.

The second most common reason you cannot register for a science class is that your math level may not be high enough. See an Academic Advisor for more information about the requirements for your chosen class.

9. What does “Pre-Requisite Required” mean? What does “Co-Requisite Required” mean?

“Pre-Requisite Required” means that a course needs to have been completed prior to a more advanced course. For example, you will get this notification about a Pre-Req if you try to register for General Chemistry II but have not taken General Chemistry I.

“Co-Requisite Required” means that a course must be taken together with another course. Click on the blue CRN to see more information about a co-requisite course. For example, you will get this notification about a Co-Req if you try to register for two classes linked as a Learning Community. You must register for both classes at the same time, by using Add/Drop and typing in both CRNs before you click on the Register button.

10. I tried to register for a math class, but I keep getting an error about a “Co-Requisite”. I already took the math assessment test, and I know this is the correct math level for me. Why can't I register for an express (half semester) MATH 0310? Sometimes two separate courses are linked together and both must be taken together in the same semester. In this example, the MATH 0310 is linked to another course. Click on the blue CRN to see more information about a co-requisite course.

Learning Community courses work in a similar way: you must register for both courses at the same time and in the same transaction. Select the first course and click on “Add to Worksheet”. Then select the second class and click on “Register”. Another way to register for linked courses or sections is to type in

both the CRNs using the Add/Drop boxes.

11. I took Pre-Calculus in high school. I didn't have to take the TSI. I just want to register for MATH 1314 College Algebra. Why do I keep getting an error message when I try?

TAKS, SAT, and ACT scores are used for placement purposes; you must take the TSI if you have not successfully completed a college math course or exempt thru test scores. You can obtain a testing referral slip from any Academic Advisor.

12. I registered for my classes the first day I was eligible – which was months ago -- but now when I look at my schedule none of my classes show up. Why?

If you do not pay for your classes in full by the payment deadline you will be dropped from all your courses. You must then re-register for your classes – if they are still open. If the payment deadline has already passed, you may still register for available classes, but you must pay in full on the same day as registration. Payment can be made through your Cougarweb account, or in person with the cashier on any campus.

13. When do I need to pay for my classes? Will I receive a bill?

Check the Collin College calendar on our homepage for the exact dates (www.collin.edu), but in general for Fall or Spring semesters the payment deadline is approximately 3 weeks prior to the first day of classes. Any unpaid balance due will result in you being dropped from your schedule. No, you will not receive a bill. No, you will not receive a reminder.

Adds, Drops, Swaps, and Withdrawals

1. How do I swap one class for a different one? I already paid, and I want the payment to move to a different class.

Effective Fall 2012 and beyond, prior to the beginning of the semester you may “swap” one class for another without additional charges. Once the semester begins, however, even exchange “swapping” is no longer available. This means that any courses added after midnight on the Sunday before classes begin will be charged at the full tuition rate and fees, while classes dropped by the student for any reason will be refunded based upon the State of Texas refund rules. If you drop at class at 12:01a.m. on the Monday the term begins you will receive a 70% refund, and if you then add a different class – or even the same course but at a different campus or time -- you will be charged the full amount for the new class. You must then pay the 30% difference that same business day or you will be dropped from the new class (and any other new classes you added that same day even if the others were paid for in full) From the Add/Drop menu, click on the drop- down box next to the class you wish to drop, and click on “Drop on Web” – then type in the new CRN into the first box down below. Now click on the “Submit Changes” button. Make a payment for the balance due. Any unpaid balance due will result in you being dropped from your classes. No, you will not receive a bill. No, you will not receive a reminder.

- 2. Can I change my schedule online before classes begin? What if I already paid for my classes but want to add one more class, or move my schedule around?** *See #1 above. Prior to the beginning of the semester you may “swap” one class for another without additional charges. Once the semester begins, however, even exchange “swapping” is no longer available. You may still change your schedule through your CougarWeb account but you will be refunded only a part of the dropped class and will be charged the full tuition and fees for the added class.*

Yes, you may change your schedule at will through your Cougarweb account up through the second day of a regular semester, and through the first day of a summer semester. NOTE: If you are swapping one class for another after midnight on the Sunday prior to the beginning of the term, be sure to make the additional payment immediately after you drop your class and add the new one. See #1 above.

Any unpaid balance due will result in you being dropped from your classes. No, you will not receive a bill. No, you will not receive a reminder.

- 3. It’s the first day of classes, and I want to swap one class for another (example: GOVT 2305 for HIST 1302). How do I do this? I already paid for the one class and want to move the payment to the new class. How does this work?**

See #1 above. Prior to the beginning of the semester you may “swap” one class for another without additional charges. Once the semester begins, however, even exchange “swapping” is no longer available. You may still change your schedule through your CougarWeb account but you will be refunded only a part of the dropped class and will be charged the full tuition and fees for the added class.

This means that any courses added after the term begins (after midnight on the Sunday before classes begin) will be charged at the full tuition rate and fees, while classes dropped by the student for any reason will be refunded based upon the state refund rules. If you drop at class after midnight on the Sunday the term begins you will receive a 70% refund, and if you then add a different class – or the same course but at a different campus or time, you will be charged the full amount for the new class. You must then pay the 30% difference or you will be dropped from the new class (and any other new classes you added that same day even if the others were paid for in full).

From the Add/Drop menu, click on the drop-down box next to the class you wish to drop, and click on “Drop on Web” – then type in the new CRN into the first box down below. Now click on the “Submit Changes” button. NOTE: If you are swapping one class for another, be sure to make the additional payment the same day you drop your class and add the new one. See #1 above.

Any unpaid balance due will result in you being dropped from your classes. No, you will not receive a bill. No, you will not receive a reminder.

4. Can I change my schedule online after classes begin?

See #1 above. Yes, but only for a limited time, and you will likely have additional charges which must be paid for that same day. If you are dropping a class you will only receive a partial refund for the dropped class. You may change your schedule at will through your Cougarweb account up through the second day of a fall or spring semester, and through the first day of a summer semester. After then, changes must be made in person in Advising or in Admissions & Records.

5. I tried to drop a class through Cougarweb but it doesn't seem to work. Why does the class still appear on my schedule?

You probably tried to drop the class too far into the semester. You may change your schedule at will through your Cougarweb account up through the second day of a regular semester, and through the first day of a summer semester. After then, changes and withdrawals/drops must be made in person in Advising or in Admissions & Records.

6. What's the difference between a Drop and a Withdrawal?

A dropped class will not result in any entry on your transcript. You can drop a class prior to the census date for that term without any record of it on your transcript. After the census date, however, it is considered a withdrawal and a letter grade of “W” will appear on your transcript. A “W” does not affect your GPA, but in Texas you are currently limited to a total of 6 withdrawals for your entire college career. Check with your Advisor about any possible consequences before you withdraw.

7. How many Withdrawals can I have?

In Texas you are currently limited to a total of 6 withdrawals for your entire college career. Check with your Advisor about any possible consequences prior to a withdrawal.

8. I'm on Financial Aid. Can I withdraw from a class?

Yes, but you should verify with the Financial Aid department what the possible consequences may be. In some cases students may be required to pay back an award for a dropped class. Check with your Financial Aid department about any possible consequences prior to a withdrawal.

9. I'm using Veterans Benefits. Can I withdraw from a class?

Yes, but you should verify with the Financial Aid department what the possible consequences may be.

10. I'm an international student. Can I withdraw from a class?

Only in an emergency. You should verify with the ISO (International Students'

Office) about the possible consequences.

11. Where do I find the last date to withdraw? How do I find the last day to Drop? Are these dates the same for all classes?

The Collin College home page has a calendar (www.collin.edu) showing the last day to withdraw for classes that are full semester (not Express classes). Another good resource is the Registration Guide, found online each semester at http://www.collin.edu/academics/class_schedule.html . You may also obtain a copy of the current Registration Guide in the Advising office on any campus. Note: the last day to Drop without a “W” is the Census Date.

NOTE: Flex Entry or Express classes have unique census dates and unique last dates to withdraw. Check with an Advisor or with Admissions & Records to verify dates for Flex Entry or Express courses.

Hold

1. I tried to register for a class but the system gave me a message about an “Unsatisfactory Progress Hold”. What does this mean?

Your GPA is below 2.0, and it is likely you have been placed on Academic Probation. You must come in person to speak with an Academic Advisor before you are eligible to register. No, a phone call will not suffice. This hold will remain until your overall GPA is at or above 2.0, and you need to be aware of early registration deadlines for Probation students. See the Registration Guide online or check the Collin calendar at www.collin.edu.

2. I had an Unsatisfactory Progress Hold last semester, and the Advisor I talked to said she got rid of it. Why is it back again?

The hold is temporarily waived for one semester after you meet with an Advisor in order for you to register for classes, but the hold remains until your overall GPA is at or above 2.0. You must come in person to speak with an Academic Advisor each semester as long as your GPA is below 2.0. No, a phone call will not suffice.

3. I tried to register for a Maymester express class but I was told I am not eligible. Why not?

Students on Academic Probation are not allowed to enroll in the short express classes, with the exception of COSU 0300 College Success.

4. What is a MA hold and when they can be waived?

An MA hold is a Mandatory Advising hold that can only be WAIVED after meeting with an advisor to plan for your next semester courses. MA holds will only be REMOVED

once a student is college level for reading, writing and math.

Error Messages

1. “Link Error”

Results from trying to register for only one part of a two part transaction. Resolution: Click on the blue CRN to see more about the other half of the transaction. For example: “Must also register for a lab”

2. “Pre-Req or Test Score Error”

Results from a missing pre-requisite course on your Collin transcript, or you did not score high enough on a placement test for this course.

Resolution: Contact an Advisor for assistance or more information about your records.

3. “Co-Requisite Required”

Results from trying to register for only one part of a two part transaction. Similar to a Link Error in that two courses must be taken concurrently. Resolution: Click on the blue CRN to see more about the other half of the transaction. For example: “Must also register for MATH 2414” or “This course is part of a Learning Community. You must also register for SOCI 1301 CRN 12345”

4. “Repeat Count Exceeds 1”

Results from attempting to register for a class a third time. Collin’s repeat policy, effective Fall 2002, is that you may repeat a course only one time for a letter grade. Resolution: you must take the class elsewhere and transfer it back to Collin.

5. “Permit Required”

Results from attempting to register for a restricted class. Restricted classes can be Honors classes (which require a 3.5 GPA), or classes which require a mandatory orientation, or audition, or professor evaluation (such as some Office System Technology courses which require a minimum typing proficiency, or Culinary Arts classes or some Fine Arts classes in Music, Art, or Dance), or classes in an “Acceptance Only” degree program such as Nursing, EMT, or Surgical Technology. Resolution: Contact an Academic Advisor to find out more about the permit.