

# HOW TO ENROLL AND REGISTER

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## Step 1

**Complete a COS Web Application. Required for all new and returning students.**

Submit an admissions application using CCCApply (<https://www.opencccapply.net/cccaply-welcome?cccMisCode=561>). Submit the application online and print a copy of the confirmation page for your records. For more information, call **(559) 730-3727**. Make sure your name reads the same on both the application and orientation form.

## Step 2

**Complete the Free Application for Federal Student Aid (FAFSA) as early as possible.**

Complete and submit a Free Application for Federal Student Aid (FAFSA) (<http://www.fafsa.ed.gov>) or pick up FAFSA forms at the Financial Aid Office located in Sequoia Room 105 at the Visalia Campus or at the Hanford Center. For information about scholarships, visit the Financial Aid About Scholarships (<http://www.cos.edu/FinancialAid/GrantsLoans/scholarships/Pages/About-Scholarships.aspx>) webpage.

**Non-California Residents, Other Status, and DACA students.**

Complete and sign the AB540/AB2000 form to request an exemption from Nonresident Tuition fees. AB540/AB2000 California Nonresident Tuition Exemption forms are located at the Visalia Main Campus, Tulare College Center, Hanford Educational Center or online at [www.cos.edu](http://www.cos.edu) (<http://www.cos.edu>). Completed forms should be turned in to Admissions office at any COS Campus. If you have any questions regarding AB540/AB2000 form, call (595) 737-6171.

## Step 3

**Take the COS Placement Test. You must complete Step 1 before testing.**

All students registering for Math or English courses and/or pursuing a certificate/degree/transfer program will need to take the placement test. **Tests are given on a walk-in basis with a valid photo identification** during our walk-in testing hours. The Assessment Office is located in Sequoia Room 157 at the Visalia Campus. Walk-in hours are Monday - Friday from 8:15 am - 2:30 pm. In Hanford, testing is available at the Hanford Hub Walk-in hours are Monday - Thursday from 8:00 am to 2:00 pm. Appointments are highly recommended and can be made by calling **(559) 583-2500**. For more information, visit the Assessment (<http://www.cos.edu/Admissions/Admissions/Pages/Assessment.aspx>) webpage or call **(559) 730-3737**.

## Step 4

**Meet with a counselor.**

Students pursuing a certificate/degree/transfer program are required to meet with a COS counselor for academic counseling and to develop a Student Education Plan. To schedule an appointment at the Visalia campus call **(559) 730-3741** or **(559) 730-3715** or for the Hanford campus call **(559) 583-2500**. Visit the Counseling (<http://www.cos.edu/StudentServices/Counseling/Pages/default.aspx>) webpage for more information.

## Step 5

**Register for COS classes. You must complete Step 1 before registering.**

To register for classes, use Banner ([http://banweb.cos.edu/prod/twbkwbis.P\\_WWWLogin](http://banweb.cos.edu/prod/twbkwbis.P_WWWLogin)) Web via Universal Login. For assistance in accessing your Universal Login, please contact the Welcome Center in Visalia, The Hub in Hanford and Student Services Desk in Tulare. After you register for classes, **make sure to check your class schedule for accuracy.**

## Step 6

**Complete COS Web Orientation. You must complete Step 1 before orientation.**

New students pursuing a certificate/degree/transfer program are required to complete an orientation, either online (<http://www.cos.edu/Admissions/Orientation/Pages/default.aspx>) or by attending Giant Days (<http://www.cos.edu/Admissions/Orientation/Pages/OrientationRSVP.aspx>). Students will earn 0.5 unit of credit for orientation and will be charged the appropriate unit cost. For more information, call **(559) 737-4849**.

## Useful Links

- CCCApply (<https://www.opencccapply.net/uPortal/render.userLayoutRootNode.uP;jsessionid=BBCBDD9FDA7973DDB14CC48BA11C6889>)
- Assessment Office (<http://www.cos.edu/Admissions/Admissions/Pages/Assessment.aspx>)
- Banner Web ([http://banweb.cos.edu/prod/twbkwbis.P\\_WWWLogin](http://banweb.cos.edu/prod/twbkwbis.P_WWWLogin))

- Counseling (<http://www.cos.edu/StudentServices/Counseling/Pages/default.aspx>)
- Orientation (<https://www.cos.edu/Admissions/Orientation/Pages/OrientationRSVP.aspx>)

## **Financial Aid**

- COS Financial Aid (<http://www.cos.edu/FinancialAid/Pages/default.aspx>)
- FAFSA (<https://fafsa.ed.gov>)
- Dream Act (<https://dream.csac.ca.gov>)
- Scholarships (<http://www.cos.edu/FinancialAid/GrantsLoans/scholarships/Pages/About-Scholarships.aspx>)