

Student Self-Service Guide

For New and Returning Students

Columbus State Community College
Non-Credit Registration Office 614-287-5858 Email: cewdreg@csc.edu



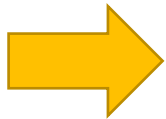
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NEW STUDENTS


Step 1: Open a web browser and navigate to <https://selfservice.csc.edu/Student/InstantEnrollment>


Step 2: In the **Search for Sections** window, enter one of the following in the **Course Code Number** field: BESL (for Basic English), **WIIT** (for Information Technology Certificates), or **ATCP** for Accelerated Training Centers. Click **Search**.



Search for Sections

Catalog Advanced Search

Meeting Start Date or After: 


Meeting End Date: 


Course Code Number:

Days Of Week:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

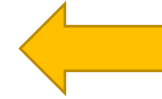
Time Of Day: 


Location: 

Step 3: Next, locate the class you want to take, click: **Select**

WIIT-7460-03OP (68769)
Eb Networking Intensive Cyber

Select



Seats 	Times	Locations	Instructors
25 / 25 / 0	T/Th 6:00 PM - 8:30 PM 8/30/2022 - 10/27/2022	Columbus Campus, Center for Workforce Devlp. 304 Lecture	Adams, J, Flom, E, Friend, M, Merante, L, Flom, D, Farkas, J

Step 4: In Section Details, click: **Add Section to Schedule Builder**

Section Details

WIIT-7460-03OP Eb
Networking Intensive
Cyber (68769)
Autumn Non-Credit 2022

Additional Information Cost is \$1,780. Payment due at time of registration.

Instructors
Adams, J (jadams100@csc.edu)
Flom, E (eflom1@csc.edu, 614-287-2480)
Friend, M (mfriem1@csc.edu)
Merante, L (lmerante@csc.edu, 614-287-2432)
Flom, D (dflom@csc.edu)
Farkas, J (jfarkas@csc.edu, 614-287-5244)

Meeting Information T, Th 6:00 PM - 8:30 PM
8/30/2022 - 10/27/2022
Columbus Campus, Center for Workforce Devlp. 304 (Lecture)

Dates 8/30/2022 - 10/27/2022

Seats Available  25 / 25 / 0

Credits 0

Grading Graded, Audit

Requisites None

Close

Add Section to Schedule Builder



Step 5: Complete Person Details/Ethnicity & Race sections. Fields with an asterisk (*) will need to be completed.

Personal Details

Suffix

First Name *

Middle Name

Last Name *

Birth Date *

Gender

SSN

Confirm SSN

Country (Do not change) *

Ethnicity & Race

Ethnicity

Race



NOTES:

1. Enter birthdate in format Month/Day/Year. **Example:** March 15, 1997 would be, 03/15/1997
2. Keep **USA** in this field.

Step 6: Complete Current Address and Contact Details section.

Current Address

Address Line 1 *

Address Line 2

City *

State/Province *

Zip Code *

County

Contact Details

Phone Number *

Extension

Phone Type

Email Address *



I certify that I am the person described above, and that the information presented is correct to the best of my knowledge.

Note: Read the statement at the bottom of the page that states, "I certify I am the person described above and the information presented is correct to the best of my knowledge." **Check the box** next to the statement. Click: **Submit**

Step 7: Complete Additional Details (Optional) on the next page and click **Submit**.

Additional Details

Education Goal Please Select		
Class WIIT-7000-01OP Data Analytics Reg Block 1 (68491)	Reason for Taking Please Select	How You Learned About this Class Please Select
Class WIIT-7020-03OP Cybersecurity Reg Block 1 (70005)	Reason for Taking Please Select	How You Learned About this Class Please Select
Class WIIT-7460-03OP Network Intensive Cyber (68769)	Reason for Taking Please Select	How You Learned About this Class Please Select

[Cancel](#) [Reset](#) [Submit](#)



Step 8: If payment is due at the time of registration, select from the drop-down **Payment Methods** to choose the type of credit card you will use. Click the **Proceed to Payment** button.

Courses Summary	
BESL-0150-A02 Vocabulary (51613)	\$100.00
Total	\$100.00
Payment Details	
<i>Click Proceed to Payment to pay the section's cost</i>	
Payment Methods *	
Visa	
Cancel	Proceed to Payment

If payment is not due at the time of registration, click the **Register** button.



Step 9: Select: Pay Now

Payment Information	
Item	Amount
BESL-0150-A02 Vocabulary (51613)	\$100.00
Total Cost	\$100.00


Payment Method: Visa

[Pay Now](#)

Step 10: On the payment screen, make sure that all information is complete and correct. Click the button: **Pay Now**.

› Pay with credit or debit card

Card Number



Expiration Date mm / yy
 /

CSC
[What is this ?](#)

Billing Address

First name (optional)

Last name (optional)

Billing address (optional)
If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City (optional)

State (optional)

ZIP (optional)

Phone Number (optional)

Email Address

[Pay Now](#)



Step 11: Note the following information in your Class/Payment Acknowledgement:

- Your **Cougar ID Number** (student ID number) from the second paragraph.
- The website <https://password.csc.edu> where you can discover and activate your username and password.

Class/Payment Acknowledgement

Joe,

Thank you for registering for a continuing education class at

Columbus State Community College. Your CougarID (student ID number) is 1415069. You will need this number for all of your future transactions with the College. **Please visit <https://password.csc.edu> to discover your username and password. All communication moving forward will be through your CSCC email account. You will be able to set that up 24 hours after receiving this email by going to <https://outlook.com/student.csc.edu> .** If you have any questions, please contact the CSCC Non-Credit Registration Office at 614-287-5858 or cewdreg@csc.edu.



Please visit <https://password.csc.edu> to discover your username and password.

REGISTRATION FOR RETURNING STUDENTS

Step 1: Open a web browser and navigate to <https://selfservice.csc.edu/student>.

Log in with your username and password (CSCC credentials).

For password assistance visit <https://password.csc.edu>



COLUMBUS STATE
COMMUNITY COLLEGE

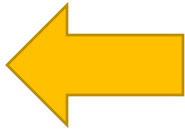
Sign in

Sign in

If you do not know your username or password, please go to <https://password.csc.edu>.

If you are experiencing difficulty logging in, contact the IT Support Center at (614) 287-5050.

**Enter CSCC
credentials**



Step 2: Click the **Academics** Button (Graduation Hat Icon on left side)



COLUMBUS STATE **Self-Service**
COMMUNITY COLLEGE

Self-Service has replaced CougarWeb ([Find out more](#))

Hello, Welcome to Columbus State Self-Service!
Choose a category to get started.

- Student Finance**
Here you can access your account information, make an online payment, and submit tuition vouchers and VA Certification.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Employee**
Here you can view your earnings statements, banking information, and leave balances.
- Grades**
Here you can view your grades by term.
- Faculty**
Here you can view your active classes, submit grades, and record attendance for students.
- Financial Aid Counseling**
Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

And with the **Academics** menu open, select: **Instant Enrollment**



Academics



- [Add & Drop Classes / View Schedule](#)
- Course Search**
- Grades**
- Graduation Overview**
- Unofficial Transcript**
- Test Summary**
- Instant Enrollment**
- Degree Audit**

Step 3: In the **Search for Sections** window, enter one of the following in the **Course Code Number** field: **BESL** (for Basic English), **WIIT** (for Information Technology Certificates), or **ATCP** for Accelerated Training Centers. Click **Search**.

NOTE: Your course code may be different than the example here.

Search for Sections

Catalog Advanced Search


Meeting Start Date or After  Meeting End Date 


Course Code Number

Days Of Week

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Time Of Day 

Location 



Step 4: Next, locate the class you want to take, click: **Select**

WIIT-7460-03OP (68769)

Eb Networking Intensive Cyber

Select



Seats ⓘ	Times	Locations	Instructors
25 / 25 / 0	T/Th 6:00 PM - 8:30 PM 8/30/2022 - 10/27/2022	Columbus Campus, Center for Workforce Devlp. 304 Lecture	Adams, J, Flom, E, Friend, M, Merante, L, Flom, D, Farkas, J

Step 5: In Section Details, click: Add Section to Schedule Builder and click Next

Section Details

WIIT-7460-03OP Eb
Networking Intensive
Cyber (68769)
Autumn Non-Credit 2022

Additional Information

Cost is \$1,780. Payment due at time of registration.

Instructors

Adams, J
Flom, E
Friend, M
Merante, L
Flom, D
Farkas, J

Meeting Information

T, Th 6:00 PM - 8:30 PM
8/30/2022 - 10/27/2022
Columbus Campus, Center for Workforce Devlp. 304 (Lecture)

Dates

8/30/2022 - 10/27/2022

Seats Available ⓘ

25 / 25 / 0

Credits

0

Grading

Graded, Audit

Requisites

None

Close

Add Section to Schedule Builder



Step 6: Complete Additional Details Information (Optional) and click **Submit**

Register and Pay for Continuing Education Classes

[Return to Instant Enrollment Course Catalog](#)

Additional Details

Education Goal

Please Select

Class

WIIT-7000-01OP Data Analytics Reg Block 1 (68491)

Reason for Taking

Please Select

How You Learned About this Class

Please Select

Cancel

Reset

Submit



Step 7: If payment is due at the time of registration, select the **Payment Method** from the drop down to choose which type of credit card you will use.

Then, select: **Proceed to Payment.**

Courses Summary

BESL-0150-A02 Vocabulary (51613)	\$100.00
Total	\$100.00

Payment Details

Click Proceed to Payment to pay the section's cost

Payment Methods *

Visa

Cancel Proceed to Payment



Step 8: Select: **Pay Now**

Payment Information	
Item	Amount
BESL-0150-A02 Vocabulary (51613)	\$100.00
Total Cost	\$100.00

Payment Method: Visa





Pay Now



Step 9: On the payment screen, make sure that all information is complete and correct. Click the button: **Pay Now**.

› Pay with credit or debit card

Card Number

Expiration Date /

CSC
[What is this ?](#)

Billing Address

First name (optional)

Last name (optional)

Billing address (optional)
If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City (optional)

State (optional)

ZIP (optional)

Phone Number (optional)

Email Address

Step 10: Note the following information in your Class/Payment Acknowledgement:

- Your **Cougar ID Number** (student ID number) from the second paragraph.
- The website <https://password.csc.edu> where you can discover and activate your username and password.

Class/Payment Acknowledgement

Joe,

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Columbus State Community College. Your CougarID (student ID number) is 1415069. You will need this number for all of your future transactions with the College. **Please visit**

<https://password.csc.edu> to discover your username and password. All communication moving forward will be through your CSCC email account. You will be able to set that up 24 hours after receiving this email by going to

<https://outlook.com/student.csc.edu> . If you have any questions, please contact the CSCC Non-Credit Registration Office at 614-287-5858 or cewdreg@csc.edu.

CougarID



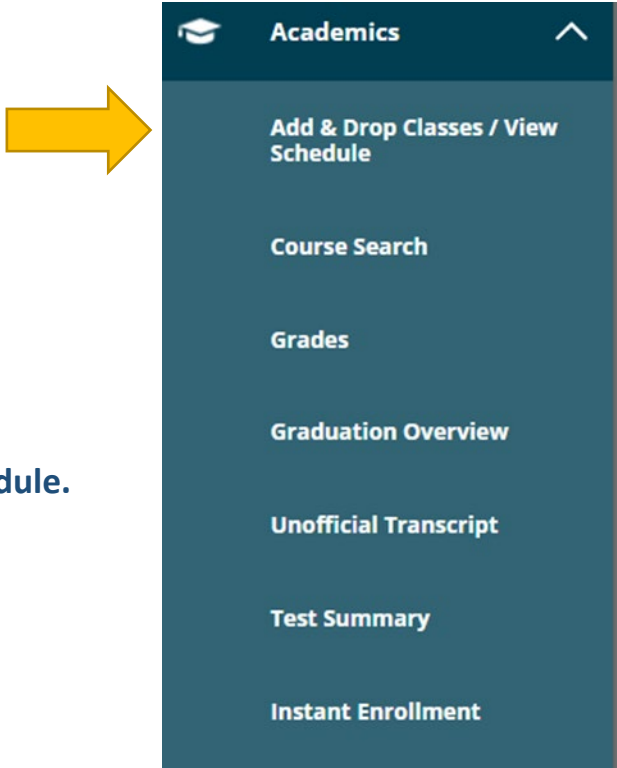
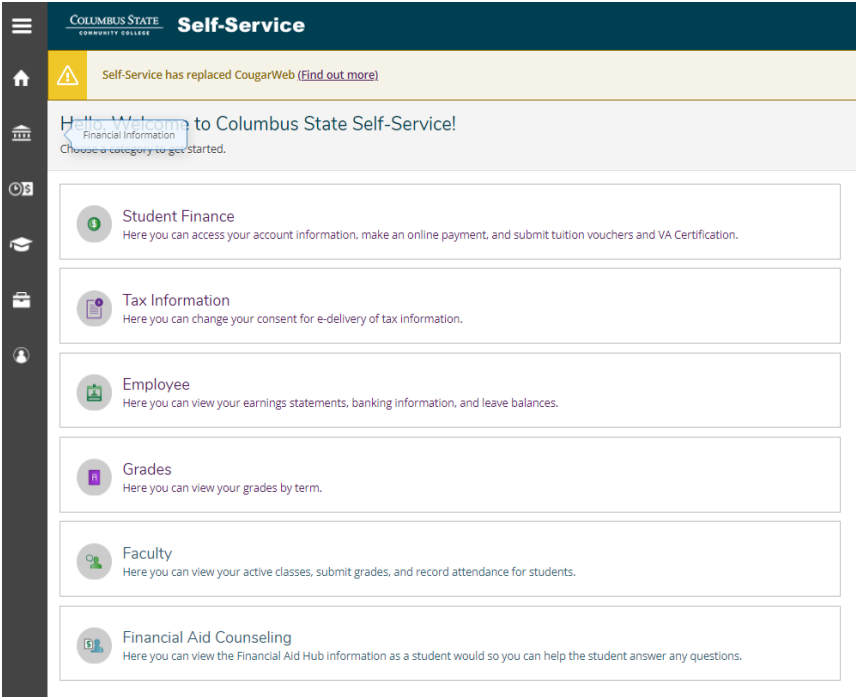
Website



Please visit <https://password.csc.edu> to discover your username and password.

Viewing/Printing Your Schedule

Step 1: Once logged in to Self-Service, click on the **Academics** icon (graduation hat).



Step 2: With the **Academics** menu open, select: **Add & Drop Classes/ View Schedule**.

NOTE: On this screen, you will find the options to view **Meeting Information** and **Print** your schedule.



 Filter Sections

 Save to iCal

 Print

WIIT-7430-03NI: Cybersecurity SSCP

✓ Registered

Credits: 0 Credits
Grading: Graded
Instructor: Flom, D
Instructor: Adams, J
Instructor: Friend, M
Instructor: Flom, E
Instructor: Merante, L
Instructor: Farkas, J
Instructor: Reed, B
7/12/2022 to 9/27/2022

[Meeting Information](#)

Time: T 5:00 PM - 7:30 PM
Dates: 7/14/2022 - 9/27/2022
Location: Columbus Campus TBD (Lecture)

Sun

3am

4am

5am

6am

7am

8am

9am

10am

Viewing/Downloading Grades from Self Service

Step 1: Open a web browser and navigate to <https://selfservice.csc.edu/student>.

Log in with your username and password (CSCC credentials).

For password assistance visit <https://password.csc.edu>



COLUMBUS STATE
COMMUNITY COLLEGE

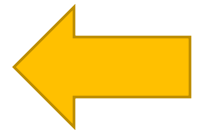
Sign in

Sign in

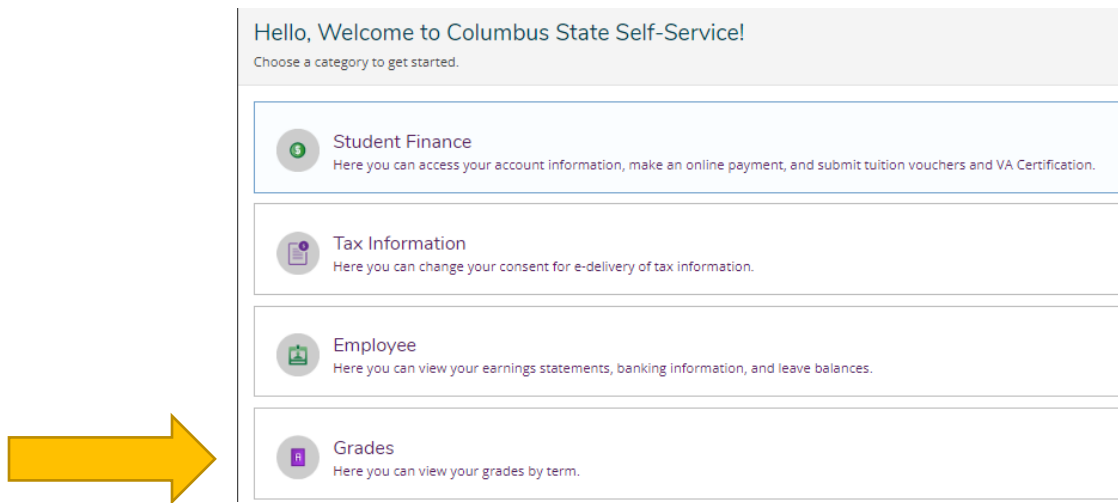
If you do not know your username or password, please go to <https://password.csc.edu>.

If you are experiencing difficulty logging in, contact the IT Support Center at (614) 287-5050.

**Enter CSCC
credentials**




Step 2: Click **Grades** from the main menu



Hello, Welcome to Columbus State Self-Service!
Choose a category to get started.

- Student Finance**
Here you can access your account information, make an online payment, and submit tuition vouchers and VA Certification.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Employee**
Here you can view your earnings statements, banking information, and leave balances.
- Grades**
Here you can view your grades by term.

Step 3: Select the title of the term you want to review your grades.



Autumn Term

COLUMBUS STATE COMMUNITY COLLEGE **Self-Service**

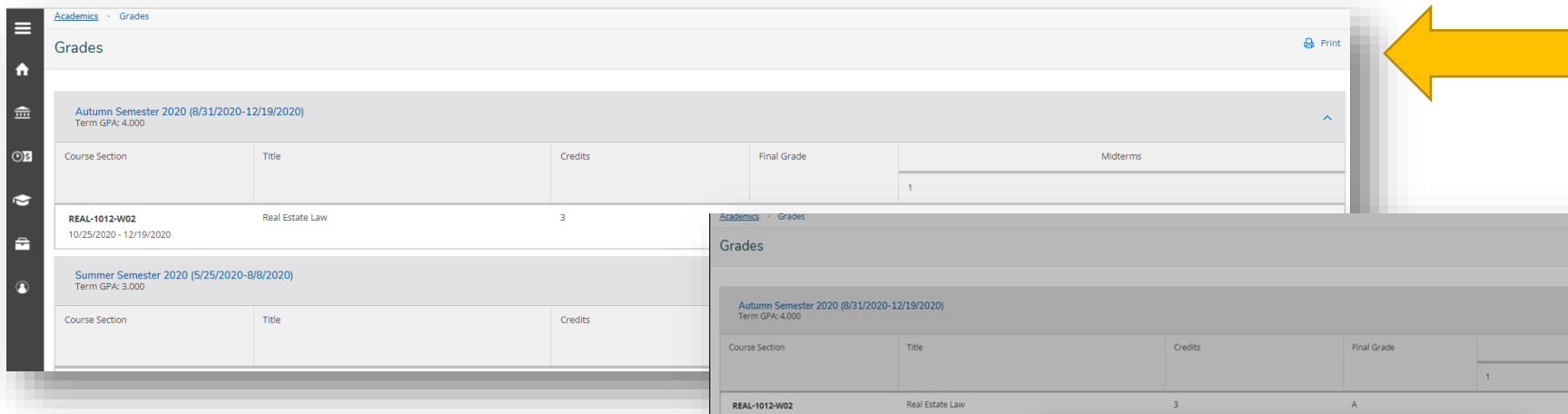
[Academics](#) · [Grades](#)

Grades

- Autumn Semester 2020 (8/31/2020-12/19/2020)**
Term GPA: 4.000
- Summer Semester 2020 (5/25/2020-8/8/2020)**
Term GPA: 3.000
- Spring Semester 2020 (1/13/2020-5/9/2020)**
Term GPA: 3.000

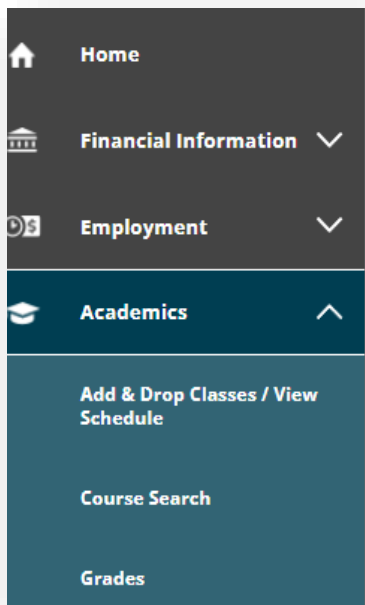
NOTE: This example contains a GPA for credit-based courses. Non-Credit courses will not have a GPA.

Step 4: With the term/course on the screen, click **Print** icon in the upper right corner:

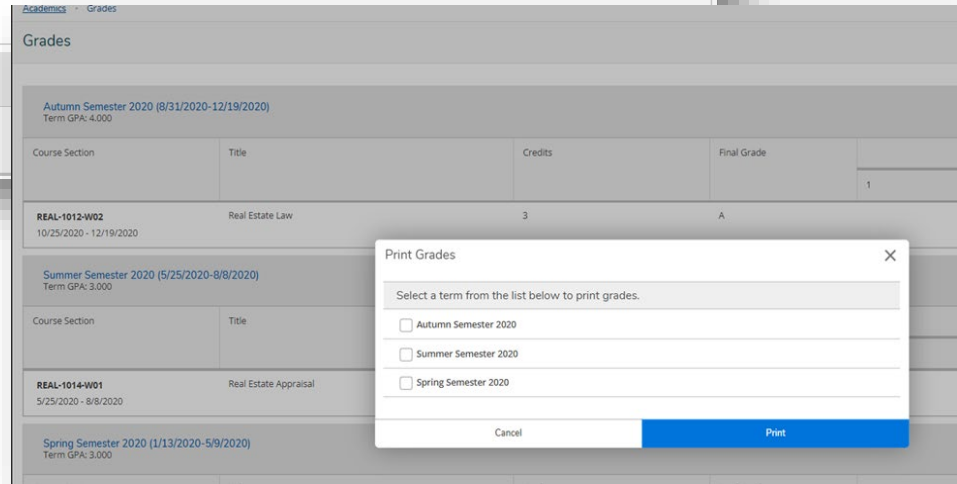


The screenshot shows the 'Grades' page in a web application. At the top right, there is a 'Print' icon (a printer symbol) with a yellow arrow pointing to it from the right. The page displays a table of grades for the Autumn Semester 2020 (8/31/2020-12/19/2020) and Summer Semester 2020 (5/25/2020-8/8/2020). The table has columns for Course Section, Title, Credits, Final Grade, and Midterms. A row for REAL-1012-W02 (Real Estate Law) is visible with 3 credits and a final grade of A.

Then, select a term/class and click **Print**.



The screenshot shows a vertical sidebar menu with the following options: Home, Financial Information, Employment, Academics, Add & Drop Classes / View Schedule, Course Search, and Grades. The 'Academics' option is highlighted with a yellow arrow pointing to it from the right.



The screenshot shows a 'Print Grades' dialog box overlaid on the Grades page. The dialog box has a title bar with a close button (X). Below the title bar, it says 'Select a term from the list below to print grades.' There are three radio button options: Autumn Semester 2020, Summer Semester 2020, and Spring Semester 2020. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Print'. A yellow arrow points to the 'Print' button from the right.

NOTE: You can also find Grades from the **Home** menu under **Academics**.

Setting Up a Payment Plan (Nationwide Employees Only)

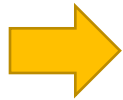
Step 1: Once logged into Self-Service, from the home screen click on **Student Finance**



Self-Service has replaced CougarWeb ([Find out more](#))

Hello, Welcome to Columbus State Self-Service!

Choose a category to get started.



Student Finance

Here you can access your account information, make an online payment, and submit tuition vouchers and VA Certification.



Tax Information

Here you can change your consent for e-delivery of tax information.



Employee

Here you can view your earnings statements, banking information, and leave balances.



Grades

Here you can view your grades by term.

Step 2: Click on Make a Payment. This will lead you to the option to Create a Payment Plan



Total Payment : \$1,275.00 Choose a Payment Method Proceed to Payment Create Payment Plan

Collapse All

Autumn Non-Credit 2022 \$1,275.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Non-Credit Owe	WEB	7/12/2022 (Overdue)	\$1,275.00	\$ <input type="text" value="1,275.00"/>

Total Amount Due \$1,275.00

Step 3: Select the item option for the Payment Plan and click Continue

Create Payment Plan

Select an item for a Payment Plan (you can only choose one)

Autumn Non-Credit 2022

Item	Payment Group	Date Due	Amount Due
<input type="radio"/> Non-Credit Owe	WEB	7/12/2022 (Overdue)	\$1,275.00


Cancel Continue



Step 4: Preview the Payment Plan and agree to the terms at the bottom of the page. Click **Continue**

Payment Plan Preview

[Back to Make A Payment](#)

 Please note: the payment plan outlined below will not be created until you review the information, check the "I agree to the terms and conditions outlined above." checkbox, and click the "Continue" button.

7/19/2022 at 3:19 PM

Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary	
Student	*****
Term	Autumn Non-Credit 2022
Original Plan Amount	\$1,275.00
Number of Payments	1
Frequency	Monthly
Total Plan Amount	\$1,275.00

Payment Plan Schedule	
9/23/2022	\$1,275.00

Payment Plan Terms and Conditions

DEFERRED PAYMENT PLAN PROMISSORY NOTE

THIS DEFERRED PAYMENT PLAN HAS BEEN ESTABLISHED FOR ALL CURRENT NON-CREDIT COURSE REGISTRATION RELATED CHARGES

I promise to pay Columbus State Community College the full amount outlined in this Deferred Payment Plan promissory note established

I agree to the terms and conditions outlined above.

Continue

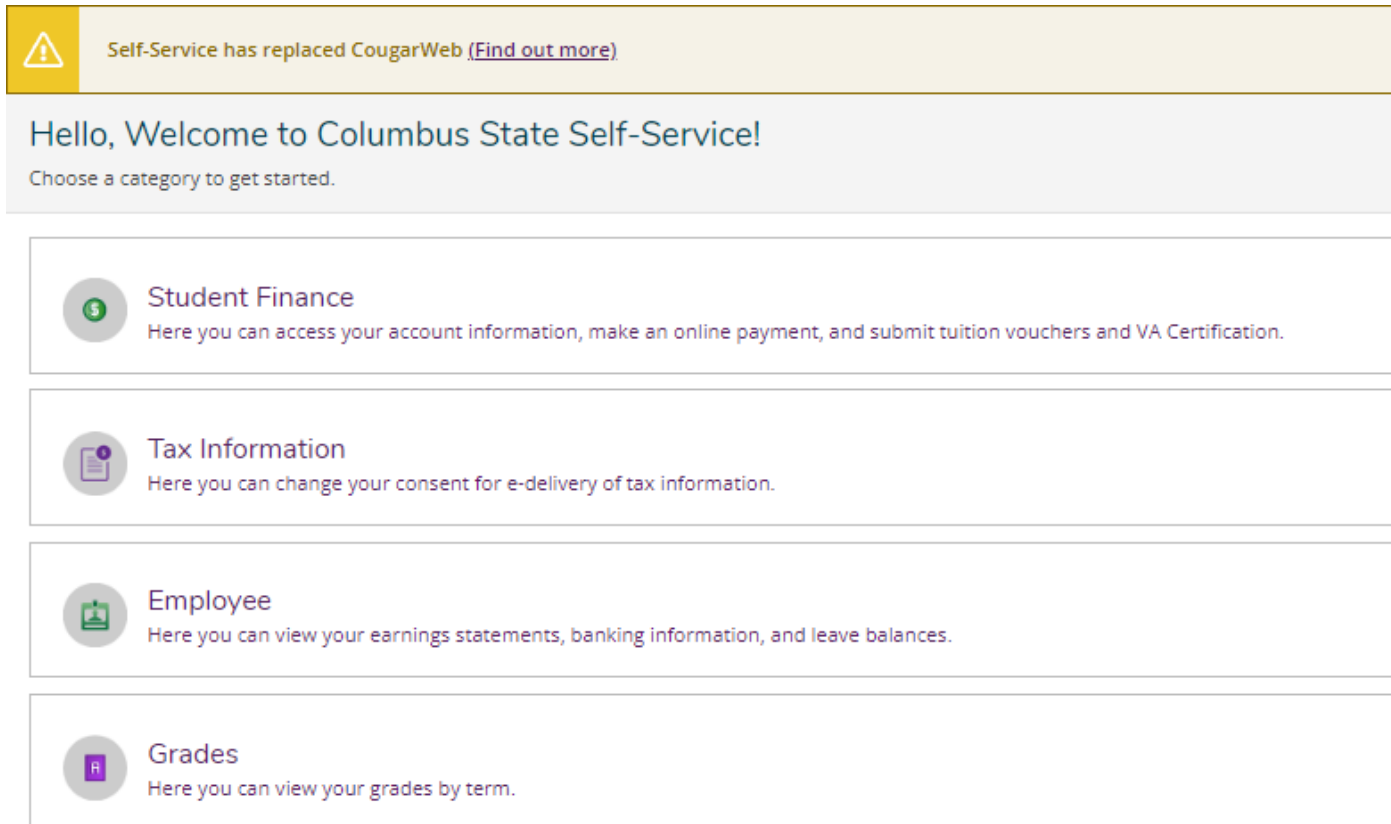


Note: The Payment Plan Schedule Date may differ than the due date the Workforce Team has implemented. Always check your CSCC student email for upcoming tuition due dates. Students will receive an email the Wednesday before and the day of when a payment plan or tuition payment is due.

Need assistance? Contact the Non-Credit Registration Office at 614-287-5858, or cewdreg@csc.edu. The office is open Mon-Thurs 8:00-5:00, and Fri 8:00-4:00.

Paying Your Tuition

Step 1: Once logged into Self-Service, from the home screen click on **Student Finance**



The screenshot shows the Columbus State Self-Service home screen. At the top, a yellow banner with a warning icon states: "Self-Service has replaced CougarWeb ([Find out more](#))". Below this, a grey box contains the text: "Hello, Welcome to Columbus State Self-Service! Choose a category to get started." The main content area features four menu items, each with an icon and a description:

- Student Finance** (Dollar sign icon): Here you can access your account information, make an online payment, and submit tuition vouchers and VA Certification.
- Tax Information** (Document icon): Here you can change your consent for e-delivery of tax information.
- Employee** (Person icon): Here you can view your earnings statements, banking information, and leave balances.
- Grades** (Book icon): Here you can view your grades by term.

A large yellow arrow on the left side of the screen points directly to the "Student Finance" menu item.

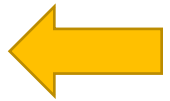
Step 2: Click on Make a Payment

Account Summary

View a summary of your account

Account Overview

Amount Due 9/23/2022	\$1,275.00	
<hr/>		
+ Amount Overdue	\$0.00	
<hr/>		
= Total Amount Due	\$1,275.00	Make a Payment
<hr/>		
Total Account Balance	\$1,275.00	Account Activity
<hr/>		
Autumn Non-Credit 2022	\$1,275.00	
Autumn Semester 2020	\$0.00	
Summer Semester 2020	\$0.00	
Spring Semester 2020	\$0.00	
Autumn Semester 2017	\$0.00	
Summer Semester 2014	\$0.00	
Spring Semester 2013	\$0.00	



Step 3: Choose your Payment method and Proceed to Payment. For additional help making a payment, see pages 15-17.