Completing Your Registration

A. Online Course Reservation

1. Launch Self Service via the COB web page at http://www.cob.edu.bs
2. Log on with your COB username and password.

Note: If you do not yet have a COB username and password, collect these from one of the following locations:

- Campus Life (Student Union Building, 2nd floor)
- Libraries (Main Campus, Hilda Bowen Library, Northern Bahamas Campus)
- Northern Bahamas Campus Resource Centre

If you are unable to log on, contact the IT Help Desk at 302-4588 or email ITHelpdesk@cob.edu.bs

3. Select the Register tab.
   The welcome message confirms that you have correctly logged onto Self Service.

4. Select the Traditional Courses menu item to select available courses for Spring 2013. The status message should say “OK to register”.

![Status Message](image)
5. Select the Period (Spring 2013) for which you want to register. 
   Note: If the status for the period does not read “OK to register”, you should 
   contact your advisor.

B. Finding Your Course Sections

1. Select Section Search to specifically choose courses.

2. Enter your search criteria (e.g., MATH140 or ENG119) in the Course Code 
   field, enter the semester you want to register for in the Period drop down field, 
   and enter the session the course is under in the Session drop down field, select 01. 
   Click the Search button to search once you have filled in these fields.

NOTE: The Course Code is a four (4) alpha three (3) numeric field. (e.g. MATH140, 
ENG119 or CA250).
3. From the list of courses shown, select the Add button for the desired time and date.

- For any “open” course section you want to take, select ‘Add’ to place it in your Cart.
- For any “closed” course section you want to take, select ‘Wait’ to add yourself to the Waitlist.

**NOTE:** It is important to note that sections that end with the letter “F” are only available to Northern Bahamas Campus students. Sections that end with the letter “X” are only available for Exuma Campus students.
4. Review the “Course Added” confirmation message that appears above the list of Section Search Results. This appears each time a course is added for your registration.

5. To add additional course sections to your shopping cart click “New Search” and repeat steps 2 and 3.

6. When you have added all courses to your cart, click the “Proceed to Registration” button in the “Course Added” message box.

Ensure that the check box at the left of the course name is selected for all the course sections you intend to register for this semester.

7. Click “Next” to finalize your schedule or click “Remove” to drop a class.
8. Click “Next” to finalize your registration.
   • The system will alert you to any errors in your schedule at the top of the page. If you cannot resolve the error remove the flagged course and complete the course reservation process.

9. The “Finalize” page shows the course sections for which are registered.
10. Congratulations! You have now reserved seats in the sections listed in your schedule.
C Viewing Your Academic Plan

You can view information about your current academic plan.
1. Select the Register tab.
2. Select the Academic Plan menu item.
3. Select the Academic Plan you want to view. The plan lists 3 levels of information:
   - The name of your Program, Degree, and Curriculum will appear with a summary of the course and credit information compiled for each associated Discipline and Classification.
   - Each Discipline will appear with a summary of the course and credit information for each associated classification.
   - Each Classification will appear with a summary of the associated courses.
4. Select Change.
5. If you chose the My Academic Plan or My Progress view, review the information about the courses assigned to your academic plan:
   Step 7 looks like a repeat of step 6.
6. If you chose the My Academic Plan or My Progress view, review the information about the courses, which you have taken or are currently taking, that are not assigned to your academic plan.