




IQ.Web Registration

Instructions for Students

1. Launch IQ.Web by entering the following URL in your Web browser's address bar:
<http://webreg.cob.edu.bs/IQWEB/>
2. Log on to IQ.Web with your COB Network username and password.
If you do not have this information, you may collect it by presenting your COB ID card at one of the following locations:
 - Student Affairs Office, 2nd floor, Portia Smith Building
 - Campus Life (Student Activities), 2nd floor, Student Union Building (above Sbarro)
 - Library, main campus
 - Hilda Bowen Library, Grosvenor Close campus
 - Your School's main office
3. When you have logged in, verify that **COB Student** appears at the top of the blue panel on the left above the **Navigation** menu. If not, perform step 4. Otherwise go to step 5 below.
4. Click **Change Roles**, the first item in the Navigation menu on the left panel. Then select **COB Student** from the options in the center of your screen.
5. Select **Online Registration** from the **Student Information** menu in the left panel.
6. Look at the information in the center of the screen to verify that you are authorized to register for the coming semester. You should see the following line:

If this line is present, skip to step 8. If not, see step 7.
7. You are not authorized to register. **Please contact your advisor.**
8. Click .
9. Click  **Course Search** to search for your desired course on the Online Registration screen.
10. In the **Course** field, enter the Course ID of the course for which you plan to register.

Note: When entering the Course ID, remember that courses with 4-letter abbreviations contain no space between the letters and numbers of the ID







E.g. **STAT201**

Courses with 3-letter abbreviations contain a single space between the letters and the numbers of the ID

E.g. **CIS 100**

Courses with 2-letter abbreviations contain two spaces between the letters and the numbers of the ID

E.g. **CA 105**

11. Click Search.
12. If the course for which you searched is offered, all sections of the course will be displayed on the screen. Pay careful attention to the times of the sections and to the **Status** field. The **Status** will be **Open** or **Closed**. You may only register for a section with the **Status** of **Open**.
13. Once you have chosen the particular section of the course for which you wish to register, click  **Add to cart**
14. A new window, the Course Added screen, appears. Close this window to return to the Registration screen.
15. To continue searching for additional courses, click  **New Search** and repeat steps 10 through 14 as many times as necessary to add all of your courses.
16. Once all of your courses have been added to your cart, click  **Back to Registration**.
17. Click  **Process** to process your registration.
18. Your course schedule will be displayed. If there are conflicts in your schedule, the system will issue an alert. You may make changes to your schedule by clicking  **Make Schedule Changes** to ensure that your schedule is free of conflicts.
19. Once you are satisfied with your schedule and there are no course conflicts, click  **Finalize Schedule**.
20. You may now print your Account Information.