

IQ Web Registration for Students

1. Launch IQ.Web - <http://webreg.cob.edu.bs/iqweb/>
2. Log onto **IQ.Web** with your network username and password.
3. To verify your username and password, please contact the IT Help Desk at extension 4588 or email @ IThelpdesk@cob.edu.bs
4. Verify that 'COB Student' appears at the top of your Navigation sub menu. If not, perform step 4 otherwise go to step 5.
5. **Click Change Role**
 - a. Select COB Student
6. **Select Online Registration** on the Student Information sub menu
7. Verify that you are Authorized to register for **2008/Fall**
8. If you are not Authorized to register, you cannot proceed, **PLEASE CONTACT YOUR ADVISOR**
9. If you are authorized to register, select **GO** next to the **Year And Term (2008/FALL)**
10. **Click** the **Course Search** icon to search for the course on the Online Registration screen
11. In the **Course** field, **Enter the Course Id** of the course(s) you are shopping for (example **STAT201**)
12. **Click Search**
 - a. All sections of the course offered will be displayed based on your selection
13. Pay careful attention to the course's open/closed status.
14. **Click Add to Cart**
15. Click **Close this window** on the Course Added screen
16. To continue searching for additional courses
17. Click **New Search** icon
18. Repeat steps 11 through 15
19. Once you are done and ready to process your registration

20. Click on the **Back to Registration** icon

21. **Click Process**

i. You will then see your current course schedule for **2008/Fall**

Note: For Course conflicts, the system will issue an error to alert you. Please make adjustments to ensure that you have a conflict free schedule.

B. TO PRINT YOUR SCHEDULE

- Click Finalize Schedule
- Click View Printer Friendly Current Schedule
- Select the printer icon at the top right-hand corner of the screen
 - Your schedule will be printed on the assigned printer

C. TO PRINT YOUR ACCOUNT INFORMATION

- Click **Account Information** on the Student Information sub menu
- Click **2008/Fall**
- Click **Submit**
 - Your charges for the semester will be displayed
- Click the **printer icon** on the top right-hand corner of the screen

DROP/ADD PROCESS

D. TO ADD COURSES

1. Launch IQ.Web - <http://iqweb02/iqweb/>
2. Log onto **IQ.Web** with your network username and password.
3. **Select Online Registration** on the Student Information sub menu
4. Select **GO** next to the **Year and Term (2008/FALL)**
5. **Click the Course Search** icon to search for the course on the Online Registration screen
6. In the **Course** field, **Enter the Course Id** of the course(s) you are shopping for (example **STAT201**)
7. **Click Search**

- a. All sections of the course offered will be displayed based on your selection
8. Pay careful attention to the course's open/closed status.
9. **Click Add to Cart**
10. Click **Close this window** on the Course Added screen
11. Click Back to Registration icon
12. **Click Process**
 - a. You will then see your current course schedule for **2008/Fall**

Note: For Course conflicts, the system will issue an error to alert you. Please make adjustments to ensure that you have a conflict free schedule.

E. TO DROP COURSES

1. Launch IQ.Web - <http://iqweb02/iqweb/>
2. Log onto **IQ.Web** with your network username and password.
3. **Select Online Registration** on the Student Information sub menu
4. Select **GO** next to the **Year and Term (2008/FALL)**
5. In the drop column, click the box of the course you would like to drop
6. Click **Process**
7. Click **Finalize Schedule**
8. Go to B to **Print your Registration Schedule**
9. Go to C to **Print your Account Information**

F. TO WAIT LIST COURSES - applies only to closed course sections

1. Launch IQ.Web - <http://iqweb02/iqweb/>
2. Log onto **IQ.Web** with your network username and password.

3. **Select Online Registration** on the Student Information sub menu
4. Select **GO** next to the **Year and Term (2008/FALL)**
5. **Click the Course Search** icon to search for the course on the Online Registration screen
6. In the **Course** field, **Enter the Course Id** of the course(s) you are shopping for (example **STAT201**)
7. **Click Search**
8. All sections of the course offered will be displayed based on your selection
9. **Click Add to Waitlist**
 - a. You will be notified of the Course and Section you are waitlisted for. Please verify before proceeding.
10. Click **Close this window** on the Course Added screen
11. Click **Back to Registration** icon
12. You will be notified via email when the space is available. You will be given 24 hours to respond otherwise, the next student will be placed on notice and your chance would have expired.

G. TO LOG OUT OF IQ.WEB

- a. **Click the Log Off** option on the menu bar at the left of your screen.