

# IQ.Web Registration for Students

1. Launch **IQWeb** – <http://webreg.cob.edu.bs/iqweb/>
2. Log onto **IQ.Web** with your network username and password.
3. If you do not yet have your network username and password, collect these from one of the following locations:
  - Student Affairs Office (Portia Smith Building, 2<sup>nd</sup> floor)
  - Campus Life (Student Union Building, 2<sup>nd</sup> floor)
  - Libraries (Main Campus, Hilda Bowen Library, Northern Bahamas Campus)
  - Northern Bahamas Campus Resource Centre
  - Your school's main office

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

4. Verify that 'COB Student' appears at the top of your Navigation sub menu. If not, click **Change Role**
  - a. Select COB Student
5. **Select Online Registration** on the Student Information sub menu
6. Verify that you are "Authorized to Register" for the current semester (e.g. **2009/Fall**)
7. If you are not "Authorized to Register", you cannot proceed. **PLEASE CONTACT YOUR ADVISOR**
8. If you are authorized to register, select **GO** next to the **Year And Term ( e.g. 2009/FALL)**
9. **Click the Course Search** icon to search for the course on the Online Registration screen
10. In the **Course** field, **Enter the Course Id** of the course(s) you are shopping for (e.g. **STAT201** or **ENG 119**)
11. **Click Search**
  - a. All sections of the course offered will be displayed based on your selection
12. Pay careful attention to the course's open/closed status.
13. **Click Add to Cart**
14. Click **Close this window** on the Course Added screen
15. To continue searching for additional courses

16. Click the **New Search** icon
17. Repeat steps 11 through 15
18. Once you have added all your courses to your cart, you are ready to process your registration
19. Click on the **Back to Registration** icon
20. **Click Process**
  - i. You will then see your current course schedule for the current semester  
**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 the semester
- 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://webreg.cob.edu.bs/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 (e.g. 2009/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 (e.g. **STAT201** or **ENG 119**)
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 the semester

**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://webreg.cob.edu.bs/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 (e.g. 2009/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://webreg.cob.edu.bs/iqweb/>
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3. **Select Online Registration** on the Student Information sub menu
4. Select **GO** next to the **Year and Term (e.g. 2009/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 (e.g. **STAT201** or **ENG 119**)
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.