



Student Online Services



Instructions

TO REGISTER FOR CLASSES:

1. Click on "Records"
2. Click on "Course Registration"
3. Enter your advisor pin number. To receive your pin number, please contact Academic Advising at (219) 473-4220 or email Advising at advising@ccsj.edu.
4. Select a term (e.g., Fall 2007 is 2007-1)
5. Click on "add courses"
 - a. for "location" select CCSJ
 - b. Select appropriate department (optional)
 - c. For session select "first session"
 - d. Select "search" to find desired course(s)
 - e. Click on desired course(s)
 - f. Click on "register" button
 - g. To drop a course, click on "drop" next to registered course

**Please note that you cannot register for classes without your pin number!*

TO VIEW AND PRINT AN UNOFFICIAL TRANSCRIPT:

1. Click on "Records"
2. Click on "View Unofficial Transcript"
3. Click on "Printable Version"

OTHER OPTIONS AVAILABLE IN "RECORDS":

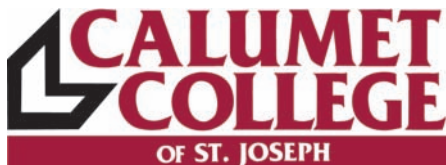
1. Grade Report (by semester)
2. Query Course Schedule (search for courses offered)
3. School Activities Transcript
4. Student Current Schedule (view current semester schedule)

TO CHANGE YOUR PASSWORD:

1. Click on "General"
2. Enter and verify new password

TO VIEW YOUR CURRENT FINANCIAL BALANCE:

1. Click on "Billing" to view student account activity



Students may access Student Online Services (S.O.S) directly at <http://sos.ccsj.edu> or at the link on the CCSJ home page. For more help, please contact the Office of Academic Advising at 219-473-4220.