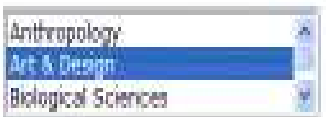


# How To Use CougarNet

On the *Welcome to CougarNet!* screen:

[Enter CougarNet Secure Area](#) ← Log-in to register for classes; check financial status; view transcripts  
[Prospective Students](#)  
[Apply for Admission or Check Application Status](#)  
[General Financial Aid](#)  
[Faculty and Staff Campus Directory](#)  
[Alumni Homepage](#)  
[Donors and Friends](#)  
[Class Schedule](#) ← Look-up classes by course number, section (anyone can view)  
[Course Catalog](#) ← Find course descriptions, sections offered, and prerequisites (anyone can view)  
[Authorize a 3rd Party login](#)

To view course information without logging in:  
 On the *Class Schedule Search* screen:

Subject:  ← Choose department from scroll down list  
 Course Number:  ← If known, insert course number

\*Additional criteria for narrowing your class search is available including instructor, day and time, instructional method, course level, attribute type, etc.

Course Attribute:  → Can narrow search by choosing a general education requirement

- \* Click on *Class Search* at the bottom once you have selected your class preferences
- \* To view a list of all courses that meet a specific General Education requirement:
  1. Click and drag to select all subjects
  2. Under *Attribute Type*, select the General Education requirement needed
  3. Click on *Class Search*

To find details on the class, click on the class link.

On the *Class Schedule Listing* screen:

**Sections Found**  
**Introduction to Art - 14400 - ART 111 - 001** → Click to see prerequisites, restrictions, class capacity, waitlist capacity; further information on next page.

Associated Term: Spring 2009  
 Registration Dates: Oct 13, 2008 to Jan 09, 2009  
 Levels: Undergraduate  
 Attributes: Intro Fine Arts & Humanities → Attribute indicates general education area  
 Instructors: Danny F. Holder (P)

Edwardsville Campus  
 Lecture Schedule Type  
 Traditional Instructional Method  
 3.000 Credits  
[View Catalog Entry](#) → Click to view course description, class type, level, and credit hours

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	MWF	Founders Hall 0101 Jan 12, 2009 - May 08, 2009	Lecture	Danny F. Holder (P)

Abbreviations:

- T = Tuesday
- R = Thursday
- S = Saturday
- U = Sunday

## To view waitlist availability in a class:

### Registration Availability

	Capacity	Actual	Remaining
Seats	40	5	35
Waitlist Seats	20	0	20

- **Capacity** means number of seats offered for class
- **Actual** means number of seats filled
- **Remaining** means number of seats left

\*For further information on courses which have a cross course listing, contact the Service Center.

## Steps to place yourself on an electronic waitlist via CougarNet:

- From the Add/Drop menu item, **click Search** at the bottom of the page.
- **Write down the CRN number** for the course and section for which you intend to waitlist.
- Note the number of students on the waitlist at the time you add yourself to the waitlist.
- Return to the add/drop page.
- **Enter the CRN** in one of the empty boxes at the bottom of the page.
- **Click submit.**
- You will receive an error message stating the course is full with an active waitlist. **Click submit** to place yourself on the waitlist.

**If you are waitlisted for a course, please be aware that being on a waitlist does not guarantee eventual registration in the class.** It is only a list of the students who wanted to register for the class after it has closed. You will need to monitor your status on the waitlist by accessing your Registration History Schedule on CougarNet. When a waitlisted class has been added to your schedule, you will be sent an e-mail notification to your SIUE e-mail address. It will be your responsibility to ensure that your SIUE e-mail is accessed to receive notification and that you check CougarNet to be sure your class schedule is correct. If you are not enrolled in a waitlisted class prior to the first day of the class, you may go to the first class meeting with a Course Request Form (obtained from the Service Center, 1309 Rendleman Hall) and ask if the instructor will allow you to add the course. If the instructor agrees and signs the form, be sure to get an adviser's signature before returning it to the Service Center so that you can be registered for the class. In order to monitor your waitlisted classes, go to "Registration History" on CougarNet. In addition, plan to attend class on the first day to seek permission to enroll. Until you are enrolled in the class, you *cannot* pick up textbooks.