

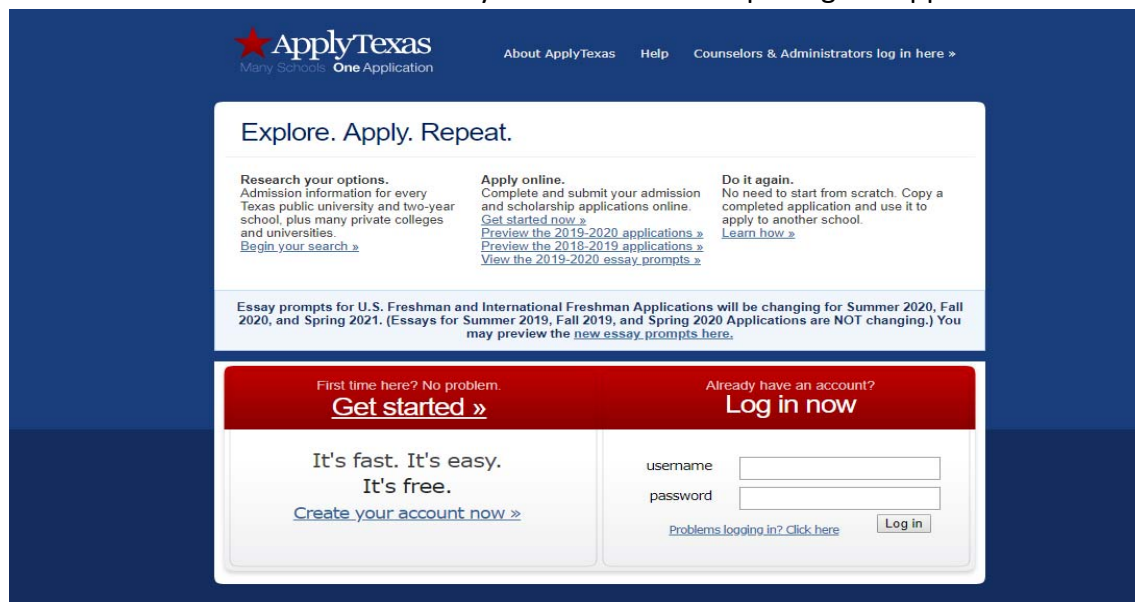
Application and Registration Process & Questions – Students/ Parents

1. Registration Process

- a. If a student is interested in Dual Enrollment, they must first reach out to the counselor of their high school.
- b. The Apply Texas application must be completed.
- c. The student then does the permission form and turns it in to the counselor.
- d. The counselor scans and sends the form to the Office of Dual Enrollment.
- e. DE Advisor registers the student.
- f. Enrollment reports are sent to the schools.
- g. Courses are paid online through Cougar Den, or by contacting our CBC Business Office.

2. Application:

- a. The student will apply by creating an account on applytexas.org and completing the “Two-Year Application”. The student will need their social security number when completing the application.



The screenshot shows the ApplyTexas website homepage. At the top, there is a navigation bar with the ApplyTexas logo (a red star) and the tagline "Many Schools. One Application." To the right of the logo are links for "About ApplyTexas", "Help", and "Counselors & Administrators log in here »". Below the navigation bar is a large white box with a blue header that says "Explore. Apply. Repeat." Inside this box, there are three columns of text. The first column is titled "Research your options." and contains information about admission for Texas public universities and private colleges, with a link "Begin your search »". The second column is titled "Apply online." and contains information about submitting applications online, with links for "Get started now »", "Preview the 2019-2020 applications »", "Preview the 2018-2019 applications »", and "View the 2019-2020 essay prompts »". The third column is titled "Do it again." and contains information about reapplying, with a link "Learn how »". Below these columns is a blue box with white text that says "Essay prompts for U.S. Freshman and International Freshman Applications will be changing for Summer 2020, Fall 2020, and Spring 2021. (Essays for Summer 2019, Fall 2019, and Spring 2020 Applications are NOT changing.) You may preview the [new essay prompts here.](#)". At the bottom of the white box, there are two red buttons. The left button says "First time here? No problem. [Get started »](#)". The right button says "Already have an account? [Log in now](#)". Below these buttons are two white boxes. The left box contains the text "It's fast. It's easy. It's free." and a link "Create your account now »". The right box contains a login form with fields for "username" and "password", a "Log in" button, and a link "Problems logging in? Click here".

- b. The student should receive a confirmation email (the email on file when creating an Apply Texas account) with their CBC ID number. If not The Office of Dual Enrollment can provide that.
- c. The application can take up to two weeks to process at admissions.
- d. Once processed and in the system, the student can be registered by the DE Advisor.

3. Student Credentials

- a. Our department will receive a list of new students with their CBC ID's (passwords) and their usernames used for Cougar Den. From this list, the Office of Dual Enrollment will filter through and send to the appropriate schools. The student's username is **abcde**@study.coastalbend.edu and their password is their CBC ID number.


4. Cougar Den – Student View


- a. Under Campus Applications – they need to click on Student Self-Service


The screenshot displays the 'Cougar Den' student portal. At the top, there is a navigation bar with a 'MENU' button, social media links for 'SHARE', 'FOLLOW', and a notification badge showing '0'. Below this is a blue header section with a 'Students' link, a search bar labeled 'Search this site', and the word 'Home'. The main content area is divided into four sections: 'Campus Announcements' featuring a post about 'STUDENT COURSE EVALUATIONS (IOTA)' by Erica Castillo with a link to a login page; 'Start Here' with a checklist item 'TITLE' and links to 'Video Tutorial - How to Register for Classes' and 'Instructional Guide - How To Register for Classes'; 'My Week' which shows an error message 'Could not retrieve appointments from Office 365.'; and 'Campus Applications' with a link to 'Student Self-Service'.


- b. From here they can click on **Student Finance** for billing; or **Student Planning** for registration confirmation/ unofficial transcript

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

**Student Finance**
Here you can view your latest statement and make a payment online.

**Financial Aid**
Here you can access financial aid data, forms, etc.

**Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.


**Grades**
Here you can view your grades by term.


- c. Click on Student Planning, and wave arrow over “Student Planning” for more registration options:

Academics ▾ Student Planning ▴ Planning Overview

Steps to Graduate
There are many ways to complete your degree. Here are 2 steps to...

Search for courses...

**1**
[Planning Overview](#)
[My Progress](#)
[Plan & Schedule](#)
[Course Catalog](#)
[Test Summary](#)
[Unofficial Transcript](#)

**2**
Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
General Studies Associate of Arts	(2.000 required)	