TO LOG IN TO STUDENT ON-LINE SERVICES:
1. User name – first initial of first name, full last name and last five digits of your student identification number (Example: jdoe10999)
2. Password – complete identification number (Example: 000010999)

TO REGISTER FOR CLASSES:
1. Click on “Records”
2. Click on “Course Registration”
3. Enter your advisor pin number (contact Academic Advising at (219) 473-4220 or advising@ccsj.edu to receive your pin number)
4. Select a term (e.g., Fall 2009 is 2009-1 or Spring 2010 is 2009-2)
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. View unofficial transcript
5. Student Current Schedule (view current semester schedule)
6. Transcript request (request official transcript)

TO VIEW YOUR CURRENT FINANCIAL BALANCE:
1. Click on “Billing” to view student account activity

For more help, please contact the Office of Academic Advising at 219-473-4220