



## Frequently Asked Questions

### 1. How do I apply for Admissions?

Go to [www.applytexas.org](http://www.applytexas.org)

### 2. How do I request a transcript?

A Coastal Bend College transcript may be requested in person at the Admissions/Registrar's Office in Beeville, or at the Alice, Kingsville, or Pleasanton main offices.

A written request may also be submitted by completing the Transcript Request form available online at the CBC website at [www.coastalbend.edu](http://www.coastalbend.edu) > Current Students > Admissions/Registrar > Student Forms > Transcript Request. Mail the completed form to the following address:

Coastal Bend College  
Admissions/Registrar's Office  
3800 Charco Road  
Beeville, TX 78102  
ATTN: Transcripts

A fax request may be sent to (361) 354-2254. CBC does not accept requests by telephone.

A signed and scanned request may be emailed to [admissions@coastalbend.edu](mailto:admissions@coastalbend.edu)

Transcripts are usually ready to be picked up/mailed within two to five business days after the request is received at the Admissions/Registrar's Office in Beeville. During busy periods, requests may take up to five business days to process. For an immediate copy of your (non-official) transcript, please use our online services. This service is accessible from any personal computer by going to our website: [www.coastalbend.edu](http://www.coastalbend.edu) and clicking on "Campus Connect" in the upper right hand corner.

The requesting student may pick up the transcript at the Admissions/Registrar's Office in Beeville or may submit a signed statement to authorize a third party (who must present proper I.D.) to pick it up within two to five business days after the request is received.

Requests should include the following information:

Name under which you attended CBC;  
Social security number;  
Date of birth;  
Dates of attendance;  
Forwarding address; and Your signature

Additionally, you may fax your requests to 361-354-2254 with the information requested above.

### 3. How do I add/drop a course?

#### **Adding Class/Classes**

To add a class, obtain an add/drop form from the Admissions/Registrar's Office or from the Student Success Center. The completed form must be signed by the advisor and presented at the Admissions/Registrar's Office or front office at the Kingsville, Alice, Pleasanton campuses where the record is corrected. Any additional charges are then paid at the Business Office. No courses may be added later than the last date listed to do so in the school calendar. Students must make up any work missed due to late course additions.

## Dropping/Withdrawing Class/Classes

The following steps are for students who want to drop classes with a "W" on their permanent record:

To drop a class at any of the four campuses, students need to go to the Student Success Center, advisor's, administrative assistant's or director's office to pick up a drop form. The students are required to seek advice from one of these offices on the options and consequences of dropping classes in order to complete the process.

At the advisor's office, the students will receive advising assistance. The advisor will check with the faculty and advisors as well as appropriate agencies to explore student options. Students on financial aid are cautioned about obligations and consequences to CBC and Department of Education if they withdraw from all classes or stop attending classes before the semester is over.

All Kinesiology or Music department equipment checked out to students must be returned before students are allowed to withdraw. The students must present a signed receipt from the appropriate department chairperson before clearance is granted. Students must also clear all other holds before proceeding with the drop.

Once the school official signs the form, students should bring or send the form to the Admissions/Registrar's Office in order for the registrar to record the drop in the student data system.

Under extreme circumstances, such as when a student cannot physically appear at a CBC location, the student can submit a written request to be dropped from a class(es). The student should include his or her social security number, course name and number, instructor's name, reason for the drop, and signature. The request should be mailed and postmarked prior to the withdraw deadline; the postmark will be used as the date of the drop.

### 4. How do I clear a department office hold?

You need to contact the following offices:

Hold	Contact	Phone Number
Business Hold	Business Office	361-354-2220
Financial Aid Hold	Financial Aid Office	361-354-2238
Library Hold	Library Office	361-354-2737
Registrar's Hold	Admissions/Registrar's Office	361-354-2245
Bacterial Meningitis Hold	Admissions/Registrar's Office	361-354-2245

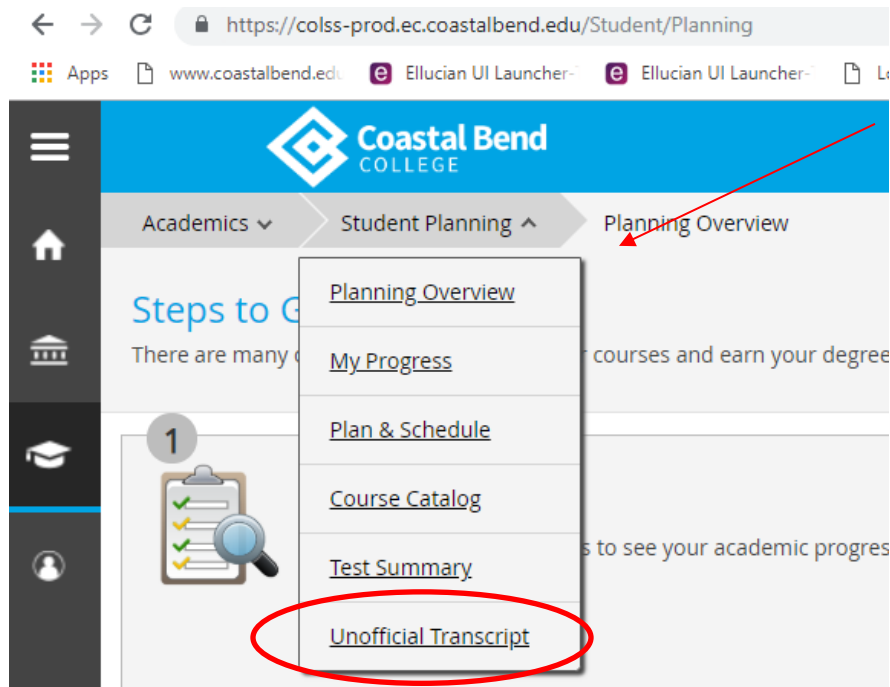
### 5. How do I view/print an unofficial transcript?

Once you have successfully logged into Cougar Den, under Campus Applications, select Student Self-Service

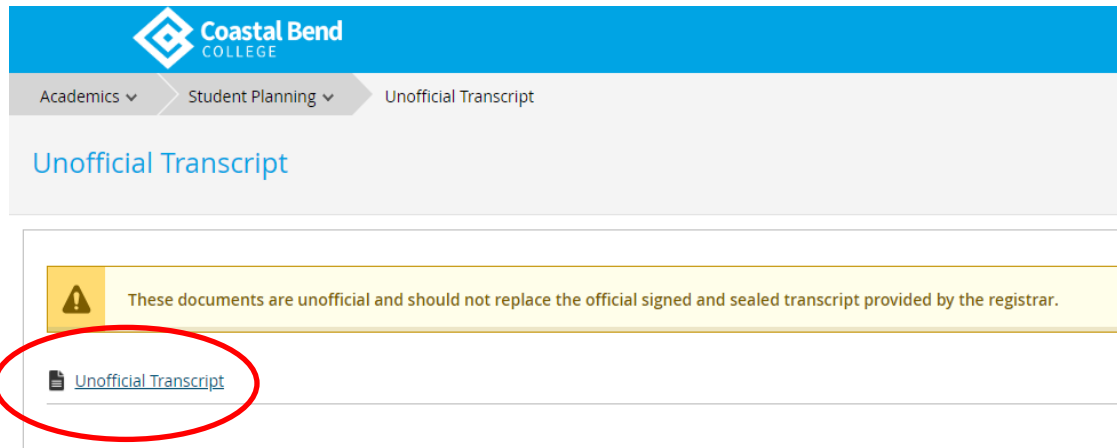
Click on Student Planning

The screenshot shows the Coastal Bend College Colleague Self-Service interface. At the top, there is a blue header with the college logo and name. Below the header, a greeting reads "Hello, Welcome to Colleague Self-Service!" followed by the instruction "Choose a category to get started." A "Notifications" section contains a message about FERPA on file. Below this, there are four service tiles: "Student Finance", "Financial Aid", "Student Planning", and "Grades". The "Student Planning" tile is circled in red. At the bottom of the page, there is a footer with the college logo and copyright information: "© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy".

Move cursor on Student Planning, a drop down menu will appear and select Unofficial Transcript



Click on Unofficial Transcript



Depending on browser used, after clicking Unofficial Transcript, a PDF download will appear on the bottom left hand corner of screen or a PDF file of your transcript will appear on the screen.

For official transcripts, please contact our Admissions/Registrar's Office at 866-722-2838 ext. 2245.

If you need further assistance or if you are unable to login to Cougar Den, you may contact [Erica Castillo](#) at 866-722-2838 ext. 2522 for support.

*Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.*