Frequently Asked Questions

1. How do I apply for Admissions?

Go to 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.

The Transcript Request form is available online at the CBC website at www.coastalbend.edu > Current Students > Admissions/Registrar > Student Forms > Transcript Request.

Transcripts are usually ready to be picked up mailed within five to seven business days after the request is received at the Admissions/Registrar’s Office in Beeville. During busy periods, requests may take up to seven 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 and clicking on “Cougar Den” in the upper right hand corner.

If a third party person has been requested to pick up, proper ID must be presented.

3. How do I add/drop a course?

Online Adding/Dropping/Withdrawing Class(es)
To add/drop a class you need to fill out an add/drop form.

Email
admissions@coastalbend.edu

Limitation on Number of Course Drops
(Senate Bill 1231)

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Exemptions may apply.

4. How do I clear a department office hold?

You need to contact the following offices:

<table>
<thead>
<tr>
<th>Hold</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Hold</td>
<td>Business Office</td>
<td>361-354-2220</td>
</tr>
<tr>
<td>Financial Aid Hold</td>
<td>Financial Aid Office</td>
<td>361-354-2238</td>
</tr>
<tr>
<td>Library Hold</td>
<td>Library Office</td>
<td>361-354-2737</td>
</tr>
<tr>
<td>Registrar’s Hold</td>
<td>Admissions/Registrar’s Office</td>
<td>361-354-2245</td>
</tr>
<tr>
<td>Bacterial Meningitis Hold</td>
<td>Admissions/Registrar’s Office</td>
<td>361-354-2245</td>
</tr>
</tbody>
</table>

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.
5. How do I view/print an unofficial transcript?

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

- Click on Graduation Cap

- Under Academics drop down menu, click on Unofficial Transcript
-Click on Undergraduate Transcript or Unofficial Transcript

*Undergraduate Transcript contains TSI and core completion*

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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.

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