

# Your Guide to the CBC Cougar Den Portal

The CBC Cougar Den Portal is a gateway to access all of the online tools you need to register for classes, manage your financial information, access assignments for your classes, correspond with your teacher, and even check your grades. CougarDen Portal will be an important part of your experience here at CBC.

1. Go to the main CBC Webpage login page (<http://www.coastalbend.edu>)
2. Click the **CougarDen portal Log in** button

Cougar Den | Campus Connect | Blackboard | O365 | Chat

Search

3. Enter your username

*Note: To determine your username for Cougar Den, try these steps until you successfully login:*

*Step 1: use your first initial last name (for example: ycharles)*

*Step 2: use your first initial, middle initial, last name – IF you do not have a middle initial, proceed to step 3 (for example: yacharles)*

*Step 3: use your first initial, middle initial (omit if none), last name followed by the number 1 (for example, ycharles1) – If unsuccessful with the number 1, try 2, then 3, then 4, etc.).*



Sign in to your account

User Name

Password

Sign In

4. Your password is your new CBC ID number – the ID number is automatically assigned by the Colleague system and can be found on student's Admissions Acceptance Letter received via email..

6. Congratulations! You're now logged in to the CougarDen Portal. Your username and password will also allow you to log in to:
  - Lab and Library computers at all CBC sites
  - Blackboard

Your CBC email can also be found in the CougarDen portal, along with your CBC OneDrive.

**Still need Help? The CBC Help Desk is here to help!**

**Please call or email the IT Department's Help Desk: [helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu) or by phone to 866-722-2838 ext. 2508. The Help Desk Provides assistance with :**

- Blackboard
- Password Reset
- Outlook 365 Applications (i.e., word, excel, powerpoint, etc.)

## Start Here

✓ [TITLE](#)

Video Tutorial - How to Register for Classes

...

Instructional Guide - How To Register for Classes

...

## Campus Applications

[Student Self-Service](#)

## Unread Messages

▼ You Have **113** Unread Messages

**113** [Office 365](#)

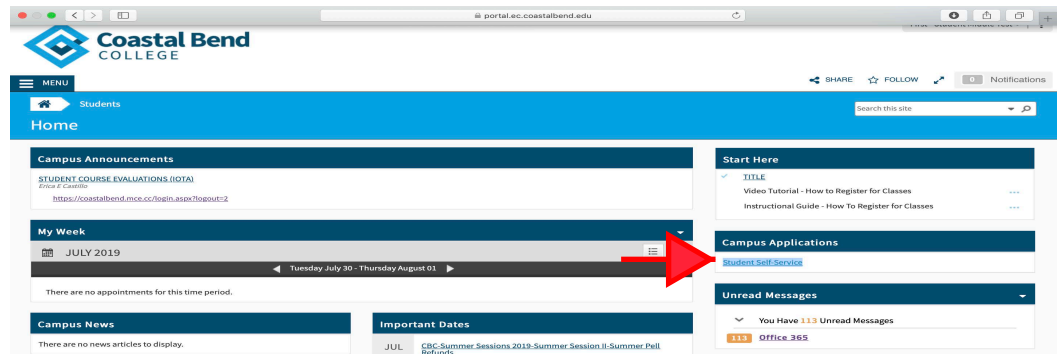
## My Classes

[Click here to access My Blackboard](#)

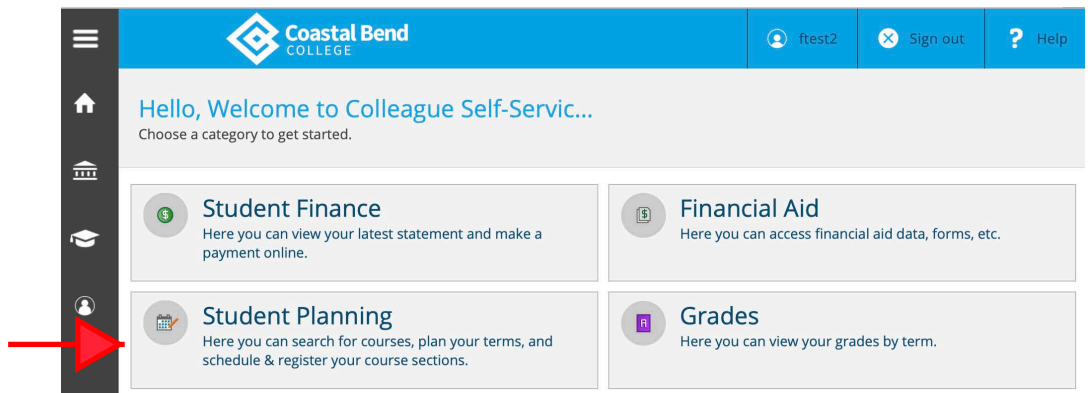
# How to Develop a Course Schedule Using Student Planning

**Note:** If you are unsure of the course(s) that you need to plan for the following term, please contact your Success Coach via your CBC e-mail account (Office 365) and/or compose a note by using the following steps: Click on **Self-Service** (in the CougarDen portal under Campus Applications), click on **Student Planning**, then **Go to Plan & Schedule** and click on the **Advising** tab (located on the upper, left-hand corner of the page). You will then need to leave your note requesting assistance in the **Compose a Note** box then click on both Save Note **and** Request Review. Make sure to check your CBC e-mail inbox and the Advising tab (in Self-Service) for a reply.

1. Select **Student Self-Service** in your **CougarDen Portal** under **Campus Applications**.

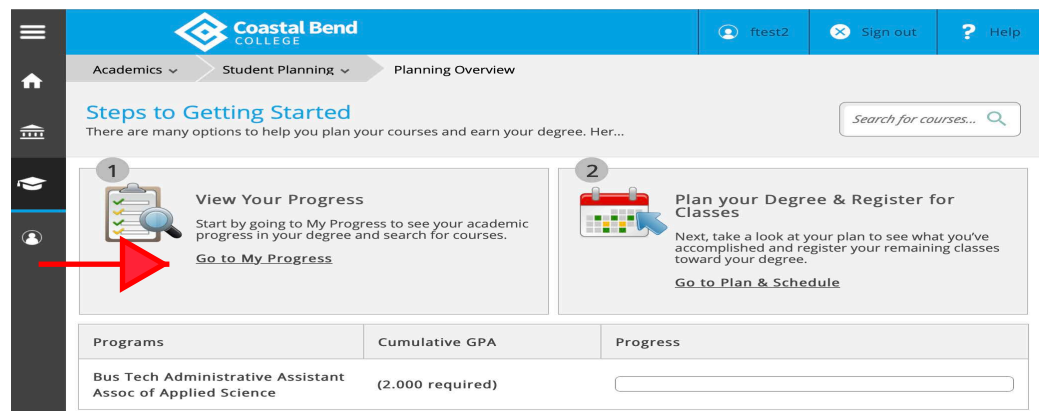


2. Click on **Student Planning**.



3. Click on **Go To My Progress**.

4. Check your progress. courses completed are in green; courses planned/registered are in yellow; courses not started are in red.



# Continued ... How to Develop a Course Schedule Using Student Planning

- Go to course column to choose a course. Click on the course name (example-ENGL1301).

Status	Course	Grade	Term	Credits
Not Started	BMGT-1382	Cooperative Education-Business		
Not Started	BMGT-1341	Business Ethics		

**Communications**

Complete the following item. 0 of 1 Completed. [Hide Details](#)

A. Communications

Complete ENGL-1301;  
Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	ENGL-1301	Composition I		

**Mathematics**

Complete the following item. 0 of 1 Completed. [Hide Details](#)

A. Mathematics

Complete Take MATH-1314 MATH-1324 MATH-1332 MATH-1442 or MATH-2412  
Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

- Click on **Add Course to Plan**.

Coastal Bend COLLEGE

Academics > Student Planning > Course Catalog

Search for Courses and Course S...

Filter Results

SUBJECTS

- English (1)

LOCATIONS

- Alice Site (1)
- Beeville Site (1)
- High School (1)
- Internet (1)
- Kingsville Site (1)
- Pleasanton Site (1)

TERMS

- Fall 2019 (1)
- Spring 2019 (1)
- Summer 2019 (1)

DAYS OF WEEK

Filters Applied: None

ENGL-1301 Composition I (3 Credits)

**Add Course to Plan**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Requisites: TSI Requirements: READING & WRITING OR completion of "C" or better in IRW 0312 OR completion of NCBW 0112 - Must be completed prior to taking this course. TSI Requirements: READING & WRITING OR Completion of "C" or better in IRW 0312 OR Completion of NCBW 0112 - Must be completed prior to taking this course.

View Available Sections for ENGL-1301

- Click on Select a Term.

Coastal Bend COLLEGE

Academics > Student Planning > Course Catalog

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TERMS

- Fall 2019 (1)
- Spring 2019 (1)
- Summer 2019 (1)

DAYS OF WEEK

Filters Applied: None

ENGL-1301 Composition I (3 Credits)

**Course Details**

ENGL-1301 Composition I  
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Credits: 3

Locations Offered: TBD

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Term: **Select a Term...**

Close Add Course to Plan

- Use the drop box to select the term in which you wish to add the course.

- After selecting the term, click on **Add Course to Plan**.

Coastal Bend COLLEGE

Academics > Student Planning > Course Catalog

Search for Courses and Course S...

Filter Results

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- Alice Site (1)
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TERMS

- Fall 2019 (1)
- Spring 2019 (1)
- Summer 2019 (1)

DAYS OF WEEK

Filters Applied: None

ENGL-1301 Composition I (3 Credits)

**Course Details**

ENGL-1301 Composition I  
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Credits: 3

Locations Offered: TBD

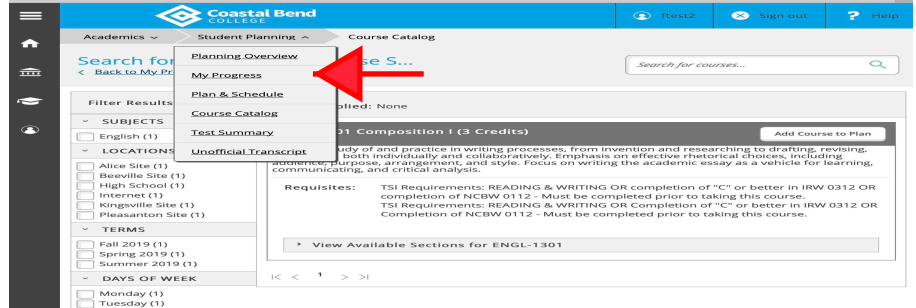
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Term: **Select a Term...**

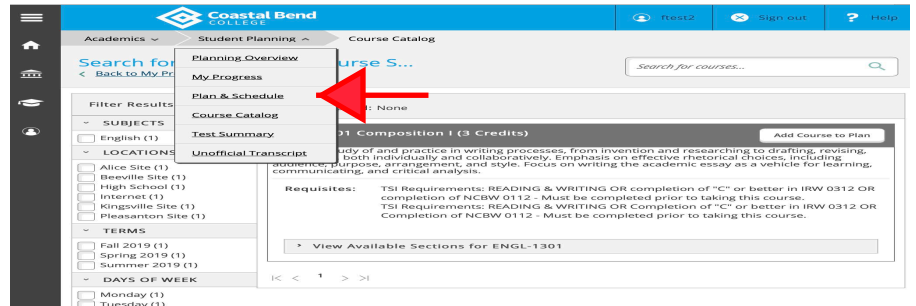
Close Add Course to Plan

## Continued ... How to Develop a Course Schedule Using Student Planning

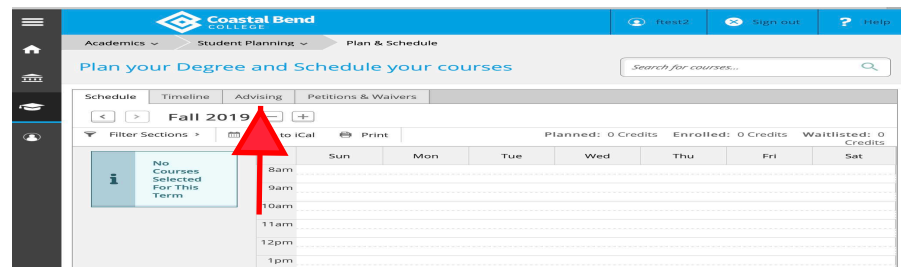
10. Hover over **Student Planning** on the upper left-hand corner of the page to return to **My Progress**. Repeat steps 5-9 until all classes have been selected.



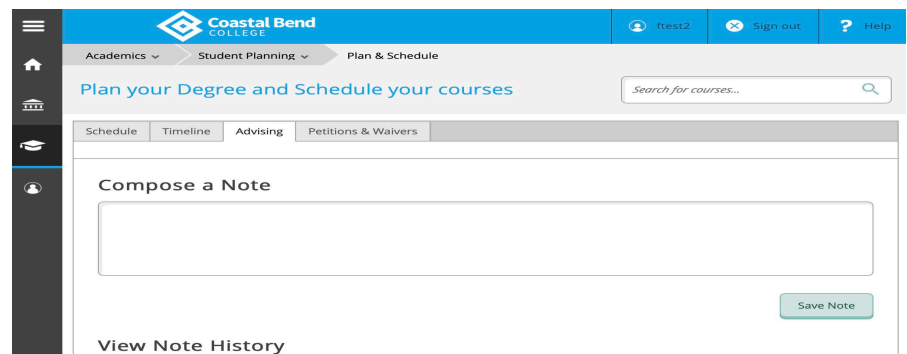
11. Once you have selected all classes, hover over **Student Planning** on the upper left-hand corner of the page and click on **Plan and Schedule**.



12. Click on **Advising**.

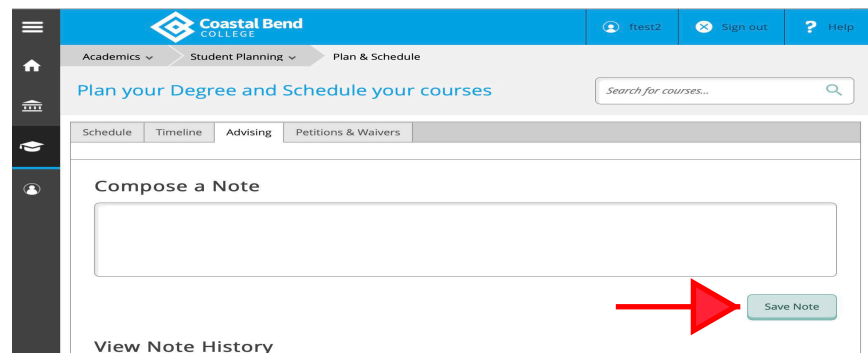


13. Compose a note in the white box asking your advisor to review your semester plan for accuracy.



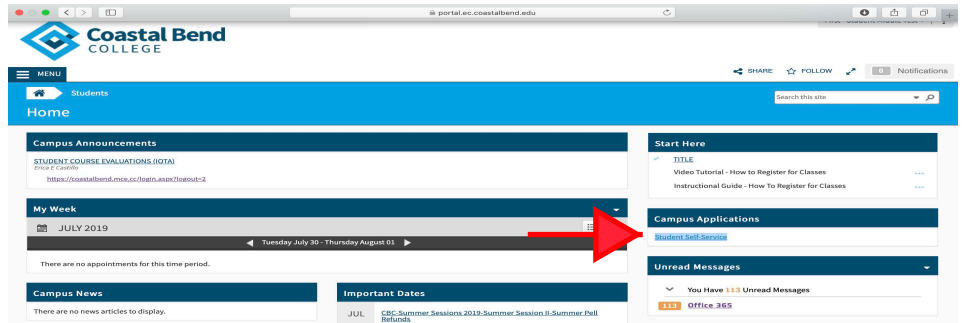
14. Click on **Save Note**.  
An academic success coach will contact you about your request.

**Note:** Please continue to check your CBC e-mail account as well as this Advising tab for a response from your advisor. Once your courses have been approved by your advisor, you are ready to select your class sections and register.

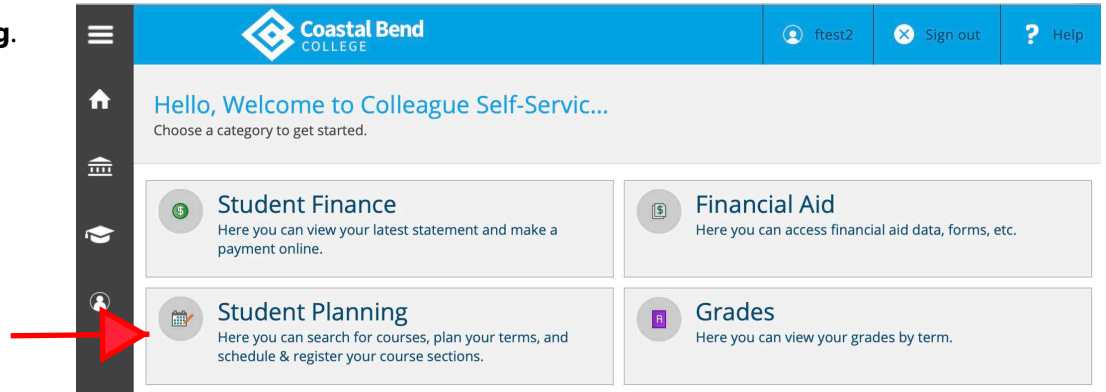


# How to Register for Approved Courses

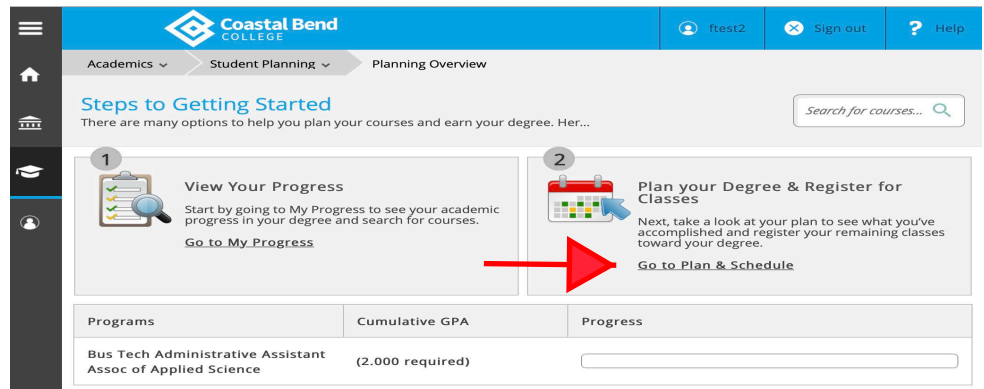
1. Select **Self-Service** in your **CougarDen Portal** under **Colleague Applications**.



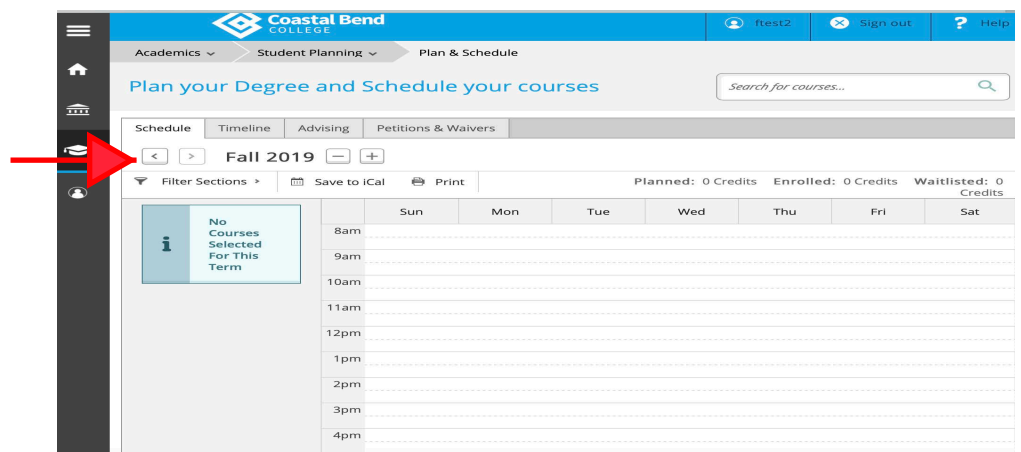
2. Click on **Student Planning**.



3. Click on **Go to Plan and Schedule**.



4. Scroll to the term in which you wish to register using the left and right arrows at the top, left-hand side of the page.



## Continued ... How to Register for Approved Courses

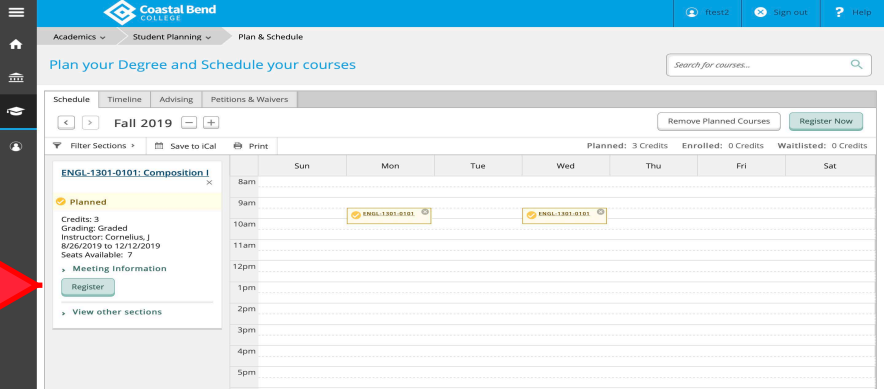
5. Click on **View other sections** under the course in which you wish to register for.

6. Review the available sections and click on your chosen section to add. You may use the left and right arrows to view more sections. If the section is presented in red, it may be full or unavailable.

7. Once you click on the section, please review the section details (date, time, and campus location) to ensure accuracy. Click on **Add Section** to place that section on your schedule.

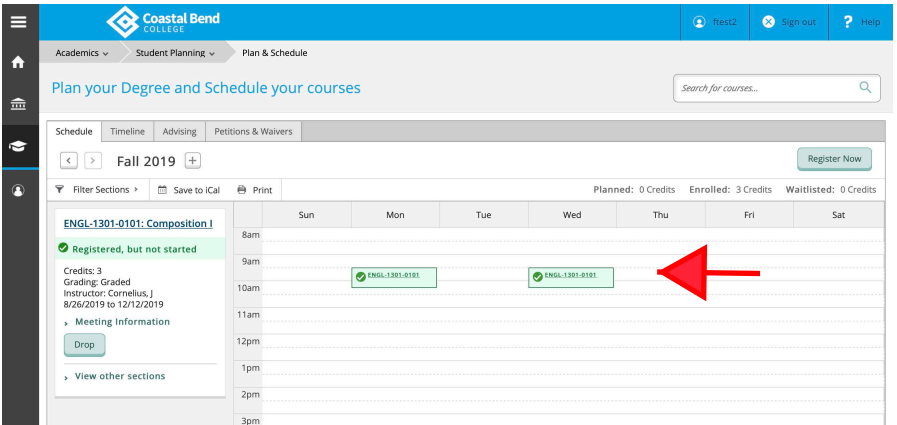
## Continued ... How to Register for Approved Courses

8. Repeat steps 5-7 for all courses you have planned for that term. Once you have chosen all of the sections for your courses, click on Register for each course.



The screenshot shows the 'Plan & Schedule' interface for Fall 2019. The course 'ENGL-1301-0101: Composition I' is listed in the 'Planned' state. The details panel on the left shows course information and a 'Register' button. A red arrow points to this button. The weekly schedule shows two sections of the course on Monday and Wednesday at 10am.

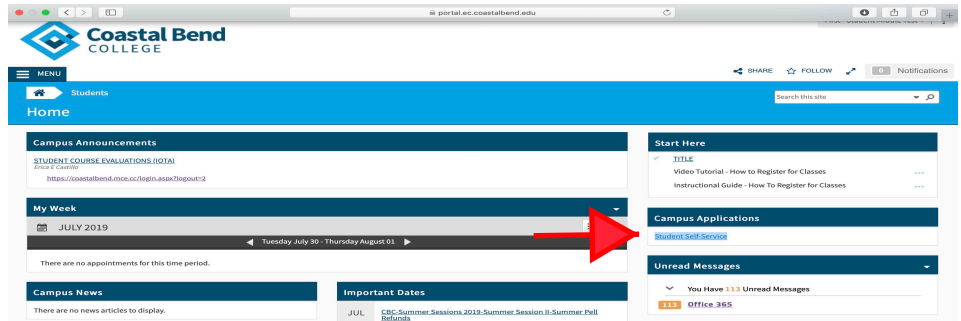
9. Once you have registered for your courses, they will turn green on the weekly schedule. Your registration for that term is complete.



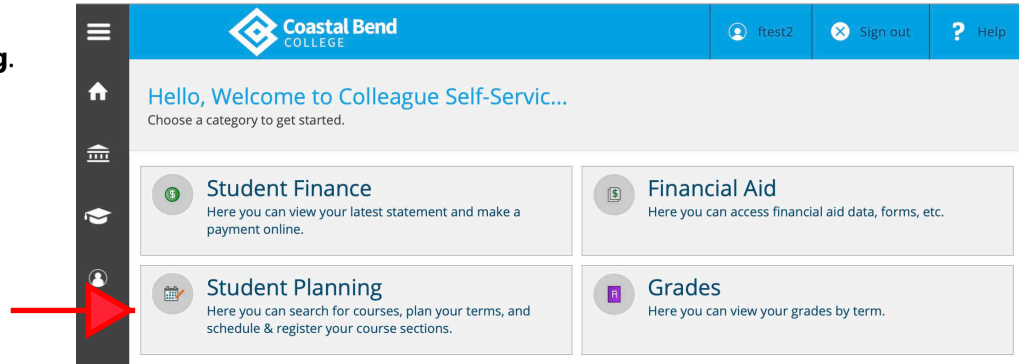
The screenshot shows the same 'Plan & Schedule' interface. The course 'ENGL-1301-0101: Composition I' is now in the 'Registered, but not started' state. The details panel on the left shows a 'Drop' button instead of 'Register'. The weekly schedule shows the course sections on Monday and Wednesday at 10am, now highlighted in green. A red arrow points to these green boxes.

# How to Drop a Course

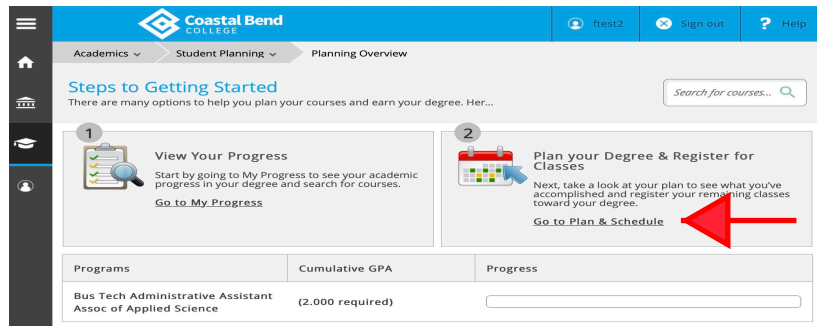
1. Select **Self-Service** in your **CougarDen Portal** under **Colleague Applications**.



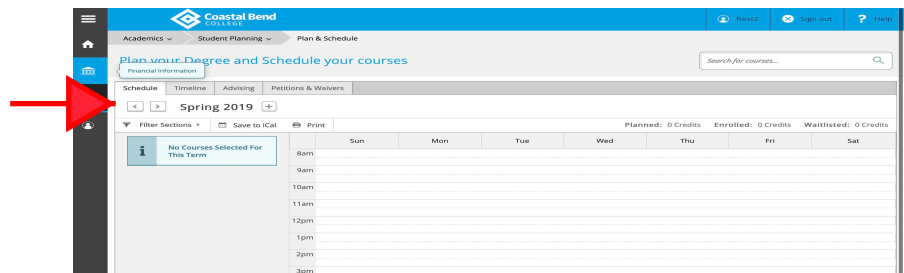
2. Click on **Student Planning**.



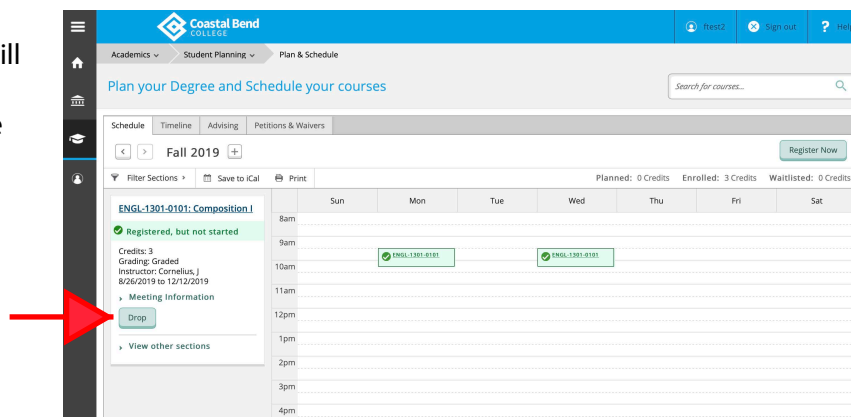
3. Click on **Go to Plan and Schedule**.



4. Scroll to the term in which you wish to register for using the left and right arrows at the top, left-hand side of the page.



5. Each of your registered courses will display in a box on the left. Click the **Drop** button in the box of the course you wish to drop.

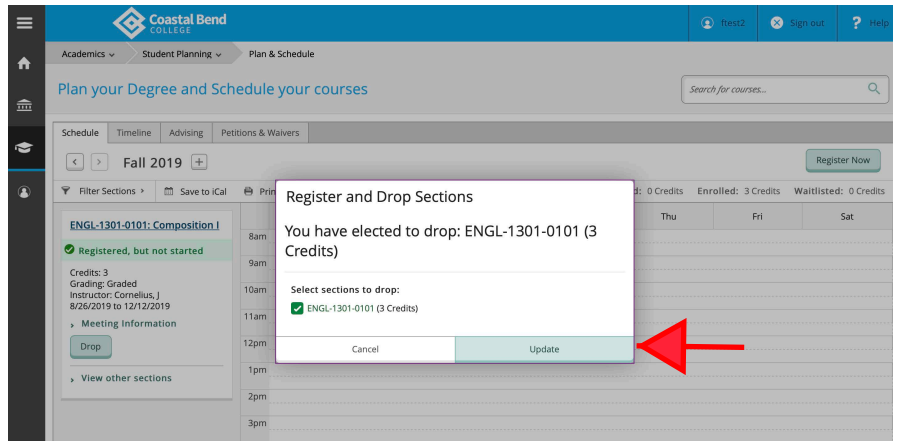




## Continued ... How to Drop a Course

6. A **Register and Drop Sections** box will display. After confirming the section, click **Update**.

**Note:** Check your course schedule for accuracy after dropping a course.



7. IF the course that you dropped is still planned and you wish to remove it, click on the "x" in the upper, right-hand corner of the course box. The **Confirm Remove Course** box will display. Click on **Remove** to remove course from plan.

**Note:** Students receiving Financial Aid should contact the CBC Financial Aid office prior to dropping a course (after the course has begun) to determine how the drop will affect their aid.

