Online registration for SP-09 classes is open!

To register for classes follow those few easy steps:

1. Login to the Student Portal at [https://ecams.cogswell.edu/student](https://ecams.cogswell.edu/student)
   (If link won’t work for you, just copy and paste it to your browser)

   When prompted enter your user name (put “cpc\" in front of it) and password

2. To switch to the SP-09 term, click on the “change” link and select SP-09 from the drop-down menu

3. Click on Registration

4. Click on “Show Filter”

5. Uncheck all boxes except of “OLFC” in the Campus section and click on “Apply Filter” button

6. You will see the list of all classes offered in SP-09. If you found a class you wish to register for, click on the check box next to “Credit”. You can select multiple classes.
You may be unable to register for some classes. The reasons are: course is not in your degree audit, prerequisite not meet, course is full. Please contact your advisor to find a solution.

If you want to see additional information about the course and what prerequisites it has, click on the course number.

7. Click on the "Process Registration" button on the top of the screen, then click on OK to confirm

8. The confirmation screen will appear and the current schedule will be displayed.

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**Unofficial Registration Checkout**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS3440N</td>
<td>Application of Fire Research</td>
<td>Thiel, Adam K</td>
<td>00:01 AM - 00:02 AM</td>
<td></td>
</tr>
</tbody>
</table>

Congratulations! You are now Unofficially Registered for classes. Please print this page for your records.

To complete this registration you need to pay or make a financial aid arrangements.

Reminder: Tuition for Spring 2009 is due by Friday, December 12th.

You can click on the printer icon to print this page for your records.

9. To make a payment, click on “My Ledger” from the main menu and then click on the “Pay by Credit Card” button. We use PayPal services to securely process online payments. The next screen will take you to PayPal where you can make a payment.

10. You can come back to the portal at any time and make changes (register for additional courses, drop registration, check if new offerings are available).

If you have any problems or questions regarding access to the Student Portal or online registration, please contact the IT Help Desk (helpdesk@cogswell.edu).

If you have any questions about your degree audit, your program and related issues, please contact the DDP Director.

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