1 Logging in to Cougar Tracks

Following the *Cougar Tracks* link found in the top right corner of the [www.taftcollege.edu](http://www.taftcollege.edu) website you will be taken to the *Cougar Tracks* main menu page where you will be given instructions on how to sign in to your account. Please enter your student ID (e.g. A00123456), and your PIN. Your PIN is initially your birthdate (mmddyy) and then you will be prompted to change it. Note: ID is case sensitive. You must use a capital A.

![Login to Cougar Tracks](image)

2 Navigating Cougar Tracks

To begin, use the *Student* link found on the main menu page of your *Cougar Tracks* account. Next use the *Registration* link this will bring you to a page where you will have a link titled *Add or Drop Classes*. On the *Add or Drop Classes* menu select the term you wish to register for from the drop down menu (Ex. Fall 2018)
3 Adding Classes

From this screen at the bottom you will find a button titled *Class Search* this will take you to a screen where you can choose a subject.

Once you select a subject select the button titled *Course Search*, the following page will list the different classes in that subject being taught for the selected semester.

Select a course, by clicking *View Sections* this will show you the different sections of that class.

Once you have selected the class that best fits your schedule simply check the box to the left hand side of the section and click the *Register* button.

Repeat these steps for every class you want to register for.

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**Example of a Taft College Students Schedule:**

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Code</th>
<th>Level</th>
<th>Crd</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Nov 06, 2017</td>
<td>None</td>
<td>22996 CHEM 2211 20</td>
<td>Undergraduate 5.000 Standard</td>
<td>General Chemistry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Nov 06, 2017</td>
<td>None</td>
<td>20260 PSYC 2200 20</td>
<td>Undergraduate 4.000 Standard</td>
<td>Elementary Statistics for the Behavioral and Social Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Nov 06, 2017</td>
<td>None</td>
<td>22943 MATH 1530 40</td>
<td>Undergraduate 4.000 Standard</td>
<td>Plane Trigonometry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Dec 07, 2017</td>
<td>None</td>
<td>20065 DRAM 1535 20</td>
<td>Undergraduate 3.000 Standard</td>
<td>Elementary Acting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 16.000
Billing Hours: 16.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Mar 12, 2018 03:47 pm
Does my class have an open waitlist?

1. Log in to Cougar Tracks.
2. Click “Registration” under the Student tab.
3. Search for classes either through “Add or Drop Classes”, or “Look Up Classes”.
4. When a class becomes full, the waitlist will open. The waitlist categories (see below) will help you determine if there is room on the waitlist:

   ⇒ **WL Cap**: Maximum number of seats on the waitlist
   ⇒ **WL Act**: Number of students already on the waitlist
   ⇒ **WL Rem**: Number of open seats remaining on the waitlist

Adding Yourself to a Waitlist

If a class you want is full and there are open seats on the waitlist, you can add yourself to the waitlist by following these steps:

- Log in to Cougar Tracks
- Click “Registration” under the Student tab.
- Click “Add or Drop Classes”
- Select Term
- At the bottom of the screen, click “Class Search” to search for your desired class.
- Make sure the class you wish to add shows remaining open seats under the **WL Rem** column. If there is room on the waitlist, write down the **CRN number** for the course.
- Scroll to the bottom and select “Register”.
- Then, on the next screen, enter the CRN number(s) you wrote down.
- Click “Submit Changes”
- On “Student Detail Schedule”, you will see the course you’ve waitlisted and your “Position” on the waitlist. Note that you will not see the units for the waitlisted class in your unit total until you are actually in the class.

- In the “Action” drop-down menu, choose “Waitlist”, then “Submit Changes” at the bottom of the screen.
- If you leave the “Action” drop-down menu as “None”, you will not be waitlisted in the class.

In the image, the course `Fundamentals of Biology` is listed with a waitlist position of 6. The CRN number for the course is 51992. The instructor’s name, Margaret A. Hill-Crim, is also shown.
Things to Remember

- You may add yourself to course waitlists for which you have met the prerequisites.
- You may add yourself to more than one waitlist for the same course, different sections.
- There is no maximum to how many waitlists you can add yourself to.
- If you are placed on a waitlist, check your email often for notification of an open seat.

Questions?
If you have questions about how to use the waitlist system in Cougar Tracks, please contact the counseling office.

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Taft, CA 93268

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Student Services