



Illustration Guide: SSB9 Registration

Summary

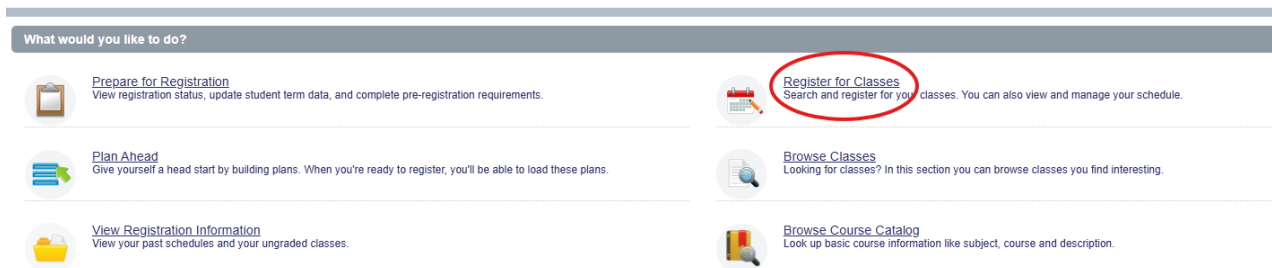
SSB9 Registration is an upgrade to our existing registration system that offers enhanced features designed to make the registration process more seamless and user-friendly for students. From searching for courses to planning schedules and registering for classes, everything can now be completed within the SSB9 Registration platform.

Steps to Register for Classes

1. Log into MyCN [Columbia State Community College - Sign In](#)
2. Click on Student – Register



3. Click on Register for Classes



4. Select your registration term and click continue

How would you like to search? ⓘ

Term Date Range ⓘ

Terms Open for Registration

Fall Semester 2026

Continue

5. Search for a single course or multiple courses and click Search

Subject

Course Number

Keyword

Search Clear ▶ [Advanced Search](#)

6. Find the course section that will fit your schedule and click Add

Search Results — 64 Classes
Term: Fall Semester 2026 Subject: College Success (COLS) Search Again

Title	Subject Descriptio	Course [^] Nu	Section [^]	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
C-State College Success	College Succ...	101	C01	1	83125	Fall Se...		S M T W T F S 09:30 AM - 10:50 AM Type: Cl Colum...		33 of 36 seats re...	Lecture	In Person Hybrid Course 1st Yr Seminar or Experience 2 Zero Textbook Cost		Add
C-State College Success	College Succ...	101	C03	1	83126	Fall Se...		S M T W T F S 02:30 PM - 03:50 PM Type: Cl Colum...		33 of 36 seats re...	Lecture	In Person Hybrid Course 1st Yr Seminar or Experience 2 Zero Textbook Cost		Add
C-State College Success	College Succ...	101	C04	1	83127	Fall Se...		S M T W T F S 05:00 PM - 06:20 PM Type: Cl Colum...		36 of 36 seats re...	Lecture	In Person Hybrid Course 1st Yr Seminar or Experience 2 Zero Textbook Cost		Add

7. This will bring up a summary panel you must click on submit to register for the class

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
C-State College Success	COLS 101, C03	1	83126	Lecture	Pending	**Web Registered**

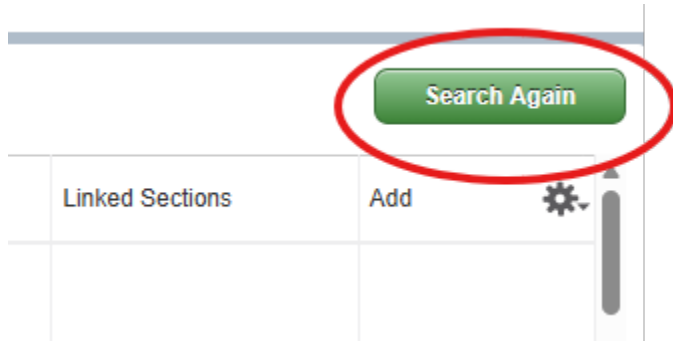
Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit

Summary

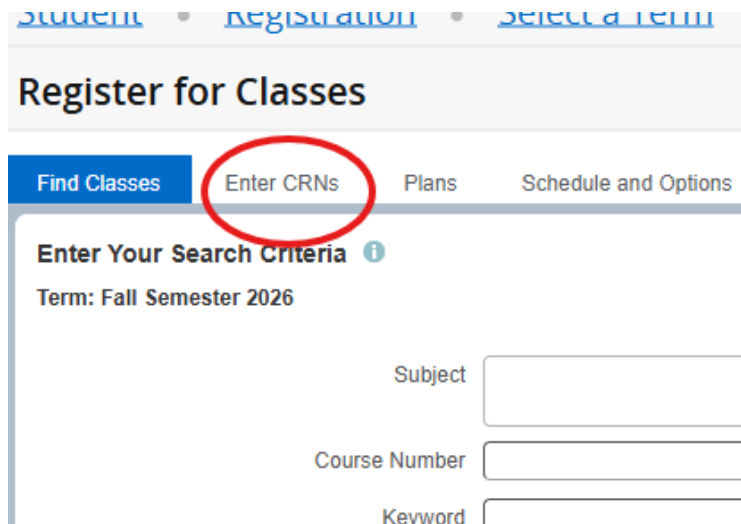
Title	Details	Hours	CRN	Schedule Type	Status	Action
C-State College Success	COLS 101, C03	1	83126	Lecture	Registered	None ▾

8. Click on Search Again to search for your next class to register for

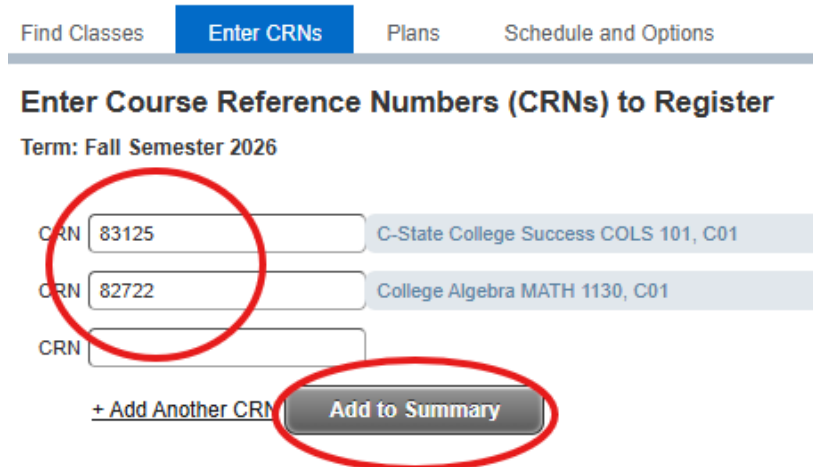


Register for classes with CRNs

- 1. Click on Enter CRNs



- 2. Add CRNs and click Add to Summary



3. This will put the course(s) in your summary, and you must **click submit to register for the course(s)**

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
College Algebra	MATH 1130, C01	3	82722	Lecture	Pending	**Web Registered**
C-State College Success	COLS 101, C01	1	83125	Lecture	Pending	**Web Registered**
C-State College Success	COLS 101, C03	1	83126	Lecture	Registered	None

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit

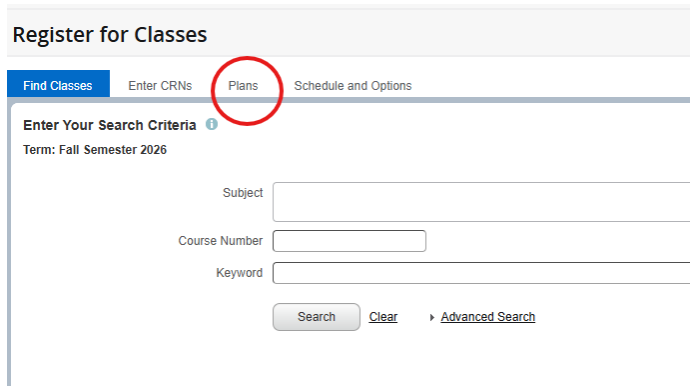
Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
College Algebra	MATH 1130, C01	3	82722	Lecture	Registered	None
C-State College Success	COLS 101, C03	1	83126	Lecture	Registered	None

Register for classes with your Plan Ahead

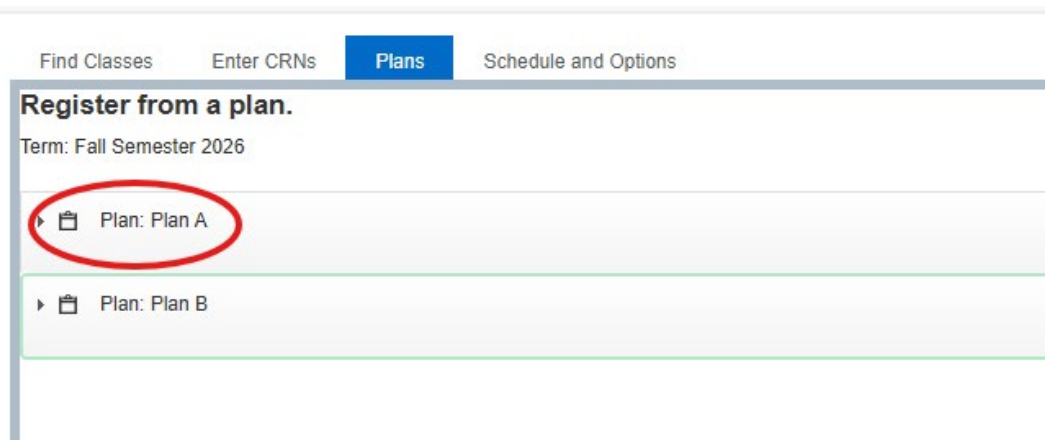
Before you can register through Plan Ahead you must have created a plan for the term you are wanting to register for. There is a separate illustration guide to Plan Ahead in SSB9.

1. Click on Plans



The screenshot shows the 'Register for Classes' interface. At the top, there are four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Plans' tab is highlighted with a red circle. Below the tabs, the section is titled 'Enter Your Search Criteria' with a help icon. The term is set to 'Fall Semester 2026'. There are three input fields: 'Subject', 'Course Number', and 'Keyword'. Below these fields are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.


2. If you have more than one plan for the semester you will want to click on the plan that you are wanting to register for.



The screenshot shows the 'Register from a plan' interface. At the top, there are four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Plans' tab is highlighted. Below the tabs, the section is titled 'Register from a plan.' and the term is set to 'Fall Semester 2026'. There are two plan entries, each with a right-pointing arrow and a folder icon: 'Plan: Plan A' and 'Plan: Plan B'. The 'Plan: Plan A' entry is highlighted with a red circle.

- Click Add All to add all the courses you planned to your summary

Created by: You (Preferred) **+ Add All**

Add 

View Sections **+ Add**

View Sections **+ Add**

View Sections **+ Add**

Records:

- All your planned courses will be pending in your summary you must **click on submit to register for the classes.**

Title	Details	Hours	CRN	Schedule Type	Status	Action
English Composition I	ENGL 1010, C03	3	82529	Lecture	Pending	***Web Registered**
Human Anat & Phys I Lab	BIOL 2010, C40	0	80178	Laboratory	Pending	***Web Registered**
Human Anat & Phys I	BIOL 2010, C01	4	80163	Lecture	Pending	***Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

Title	Details	Hours	CRN	Schedule Type	Status	Action
English Composition I	ENGL 1010, C03	3	82529	Lecture	Registered	None
Human Anat & Phys I Lab	BIOL 2010, C40	0	80178	Laboratory	Registered	None
Human Anat & Phys I	BIOL 2010, C01	4	80163	Lecture	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 999,999,999