Welcome to Koala Connection!

LOGIN: http://kc.colacoll.edu

Username: student id number
Password: last 4 digits of the social security #

KC allows students to View current/previous class schedules, register for classes, view midterm/final grades, see declared major & academic advisor, course needs, search for courses, and view scholarship and other financial information.

Please use this guide to help you with Koala Connection.

How to find most things… (cheat sheet for students)

Home (Tab)
Home Page “4 C’s of Leadership Development” (Portlet)
Campus Resources (Portlet)

Admissions (Tab)
Request More Information (Portal)
Instructions (Portlet)
Select Program (Portlet)
Apply For Admission (Portal)
Helpful Links (Portal)

Student (Tab)
Grades & Academic Records (Portal)
   Grade Report (Portlet)
   Course History (Portlet)
   Unofficial Transcript (Portlet)
Student Finances (Portal)
   My Account Info (Portlet)
   Financial Aid Doc Tracking (Portlet)
   Financial Aid Awards (Portlet)
Registration (Portal)
   Course Needs (Portlet)
   Course Search (Portlet)
Advising (Portal)
   Major Exploration (Portlet)

Campus Life (Tab)
Residence Info (Portlet)
Campus Groups (Portlet)

Finances (Tab)
My Account Info (Portlet)
Financial Aid Doc Tracking (Portlet)
Financial Aid Awards (Portlet)
Forums (Portlet)

“I need help!” Please contact:

Information Technology
Help Desk: 803.786.3007
amurdock@colacoll.edu

Registrar
803.786.3672
registrar@colacoll.edu

Financial Services
Allison (third floor)
803.786.3310
Koala Connection for Students: Logging In

To search and register for classes, click on the Student tab near the top of the page.

To Log in: enter your student ID number and password. Then, click Login.

Look for your name here. This shows you have logged on successfully.

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amurdock@colacoll.edu
KC For Students: Searching for Courses

Select the Registration portal

Scroll down and click on Course Search

You should now see the search page

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Searching for Courses continued

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From the dropdown menu, select the department of the class you’d like to add. Then, click search.

If there is more than one page of results, scroll to the bottom and click Next page.
Click the checkbox next to the class you want to register for.

*Note: if you do not see check boxes, you may not be eligible to add that class—see Registrar for more details or to fill out a co-enrollment form.

Click **Add Courses** at the bottom of the page.

When the page refreshes, you should see that the selected course has been added to your schedule.

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Enter the department, course number, and section number of the class you want to add. Then, click on Add/ Drop Courses. When the page refreshes, you should see the course listed under “Courses selected for addition.” Again, click on Add/ Drop Courses.

When the page refreshes, you should see that the course has been added to your schedule.

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From the Student tab/Registration portal, click on Add/Drop Courses.

- select the course you want to drop
- click Add/Drop Courses

When the page refreshes, you should see that the course has been dropped from your schedule.
KC For Students: Viewing Your Schedule

After logging in, click on the Student Tab.

Then click on Student Schedule in the column on the left side of the page.

You should now see the schedule for the most current semester that you are registered for. At this time, you can click on any course to see more details.

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To see the schedule for a different semester, click on the dropdown box that displays the term. Find and select the semester you're interested in. Then click Search.

When the page refreshes, the schedule for the selected semester should appear. To print, click on Print Friendly on the top right of the page.
KC For Students: Viewing Your Personal Information

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After logging in, click on **Personal Info** next to your name at the top of the page.

Note there are many tabs on your personal info page. Using these tabs, you can do things like change your password or view the mailing address, phone number, and employment information the school has on file for you.

To see if you have any holds on your account that may prevent you from registering for courses, click the **Academic Info** tab.

This student does not have any holds listed and should be able to register without difficulties.