NEW STUDENT ORIENTATION

Navigating Registration:
The World of *WebAdvisor* & *Student Planning*

John Seal
GTU Consortial Registrar

CONSORTIAL REGISTRAR'S OFFICE

•The most amazing webpage in the world:

www.gtu.edu/students

CONSORTIAL REGISTRAR'S OFFICE

- Calendars
- Course schedule
- Detailed registration instructions
- Cross-registration at UCB, Dominican, Holy Names, & Mills
- Special Reading Courses
- Forms
- Policies
- And much, much more, including **WebAdvisor & Student Planning**!

CONSORTIAL REGISTRAR'S OFFICE
Student Planning Log-in information

- You will receive your WebAdvisor/Student Planning username and password from our IT office. In most cases, your username will be your first initial/last name (e.g, jseal) and your password will be your birthday in 'mmddyy' format. However, if you have a common last name such as Smith, Brown, or Lee, your username may be different. The first time you log-in you'll be prompted to change your password. If you forget your password or encounter difficulties when logging in, please use the 'what's my password?' link on the bottom right hand corner of WebAdvisor.

CONSORTIAL REGISTRAR'S OFFICE

Got your login information?

You're ready to register!

REGISTRATION

Use the course schedule to identify classes you wish to take. Note carefully the various restrictions indicated in brackets at the end of the course description, as well as the course numbers and credits. Some limited enrollment courses also require Faculty Consent, which must be obtained directly from the instructor via e-mail.

FACULTY CONSENT

1. E-mail the instructor requesting permission to register for their course. You MUST include your full 7-digit ID number in the e-mail.
2. If the instructor grants consent, they will enter your ID number into Faculty WebAdvisor, which will allow you to register for their course.
3. You will then be able to register for the course in WebAdvisor/Student Planning. If you do not complete this step, you will not be registered for the course, even if you have Faculty Consent!

REGISTRATION

Select your school's WebAdvisor module.

Only IBS, CDS, CIS, CJS, PAOI, and PhD students use the GTU module.

1. Make a health insurance selection.
2. Select 'Student Planning'.
3. Select 'Go to Plan and Schedule'.

REGISTRATION INSTRUCTIONS

5. Now you're ready to register.
    - Enter the course number (including the two or four letter field code!) in the 'search for courses' box
    - View 'Available Sections' (there will usually only be one)
    - Click 'Add Section to Schedule'

REGISTRATION INSTRUCTIONS

- In 'Section Details', select your grading option and adjust your credits as necessary for variable unit courses (such as SRC 8888 & 9999, CDSP 9000, MA 5000, DR 6001 & 6002, UCB 9000)

- In 'Plan and Schedule', confirm your registration by clicking the 'Register' button. This will change the course from yellow to green within Student Planning.

REGISTRATION INSTRUCTIONS

6. Repeat these steps for all courses, including Special Reading Courses and cross-registrations.

7. If you need to make changes, re-do the previous steps or use the 'Drop' button.

8. Print a copy of your registration so you can get an up-to-date library sticker.

8. If your registration for the coming term is complete, you may now log-out. Success!

9. **If you have any registration blocks, you will be prevented from registering. All blocks must be cleared before you can register.**

REGISTRATION

<u>Special Reading Course – SRC</u>

• A way to work independently with faculty on a subject for which no courses are offered (SRC 9999).

• For MA and PhD students, an SRC can 'upgrade' an Introductory or Intermediate level course to a more advanced level (SRC 8888).

•Check with your school for any restrictions on SRCs.

REGISTRATION

SRC

Registering for an SRC is a two-step process:

1. Register for the SRC using the 'Plan and Schedule' link described previously, and entering either 'SRC', 'SRC 8888', or 'SRC 9999'. Adjust the units as necessary using 'Section Details'.

2. Submit your completed SRC Form with all required signatures to your registrar by the end of Late Registration.

REGISTRATION

Berkeley
University of California

HOLY NAMES UNIVERSITY

MILLS COLLEGE

DOMINICAN UNIVERSITY *of CALIFORNIA* 1890

Cross Registration

Students may cross-register at UCB, Dominican University of California, Holy Names University, and Mills College.

• To register, follow the procedures outlined at colleague.gtu.edu.

• Note: Start dates are different from the GTU.

• All changes must be made through <u>both</u> institutions.

•GTU PhD students may cross-register for as many classes as they wish. MA students may only cross-register for one class per term.

REGISTRATION

Cross-Registration

Cross-Registration is a two-step process:

1. Using Plan and Schedule, search for either 'UCB' or 'UCB 9000' (for any of the four institutions) and select UCB 9000. Adjust the total # of units in 'Section Details' *(*in the same manner as for any other variable unit course).

2. The title of your cross-registered class will ultimately appear on your transcript but not on your "schedule of classes" in Student Planning.

3. Submit your completed Cross Registration Form, available from your registrar, with all required signatures to the GTU Consortial Registrar (me!) by the end of the 1st week of GTU classes.

REGISTRATION

Cross Registration

Students may also cross-register at Church Divinity School of the Pacific.

• To register, follow the procedures outlined at colleague.gtu.edu.

■Use the online form available at https://cdsp1-public.sharepoint.com/

•There is no per term limit for CDSP courses.

Church Divinity School of the Pacific

REGISTRATION

CDSP Cross-Registration

Cross-Registration at CDSP is a two-step process:

1. Using Plan and Schedule, search for either 'CDSP' or 'CDSP 9000' and select CDSP 9000. Adjust total # of units in Section Details (in the same manner as for any other variable unit course).

2. The title of your cross-registered class will ultimately appear on your transcript but not on your "schedule of classes" in Student Planning.

3. Submit your completed Cross Registration Form, available online, by the end of Late Registration.

COMMON UCB CROSS-REG QUESTIONS

- 1. When will I appear on the Cal course roster?

    4-6 weeks after the first course meeting.

- 2. How do I get access to bCourses?

    Access to bCourses *will be provided by the UCB Registrar's Office.*

- 3. Can I make changes in my Cal registration?

    Yes, but you must complete changes prior to the end of the 10th   week of class.

- 4. When will my Cal grade be added to my GTU transcript?

    6-8 weeks after the end of term.

ID/LIBRARY CARDS

Photos for ID cards will be taken, and ID cards issued, during Orientation. Once you have your card and have registered, bring a copy of your schedule to your registrar, and they will affix a sticker for the current semester to your card.

The Library will bar code your card after the sticker is affixed to it.
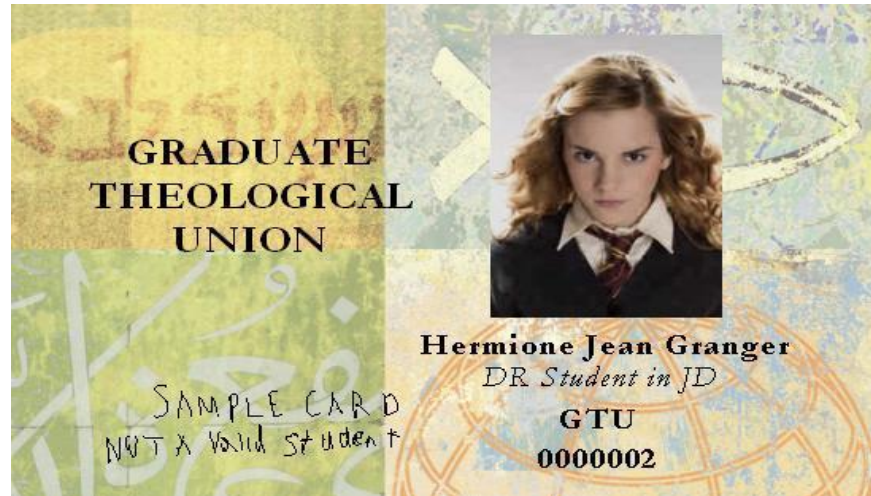
Get a new sticker from your registrar after you register each semester.

If you need to replace your ID card, please notify the Consortial Registrar. There is a $10 fee for a replacement card.

REGISTRATION

Settling Your Account

If you have an outstanding balance, settle your account with the business office.

Payment is due by the end of the second week of the term: September 16 for Fall 2016.

Online payment by credit card or e-check is available via WebAdvisor

NUTS AND BOLTS

- Detailed registration instructions are available at http://colleague.gtu.edu/docs/regn.pdf.

- Short and sweet registration instructions can be found and reviewed at http://www.gtu.edu/students/gtu-orientation

GO TO CLASS & START LEARNING!

There are no dumb questions. Well, not many.