

NEW STUDENT ORIENTATION

Navigating Registration: The World of *WebAdvisor*

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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, Holy Names, & Mills
- Special Reading Courses
- Forms
- Policies
- And much, much more, including
WebAdvisor!

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WebAdvisor Log-in information

- You need a username and password to use WebAdvisor. You can get your username from your registrar, but in most cases, your username is your first initial/last name (e.g, jseal) and your password is 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.

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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 a PIN code, which must be obtained directly from the instructor via e-mail.

REGISTRATION

Select your school's WebAdvisor module.

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

REGISTRATION INSTRUCTIONS

1. Click 'Check for Registration Blocks' in the 'Registration' section of the student menu. Any registration blocks must be cleared in order to register.
2. If you are taking courses which require PIN codes, enter those first by selecting 'Enter PIN for Restricted Courses'.
3. Click 'Register for courses' in the 'Registration' section of the student menu.
4. Click on 'Express Registration'.

REGISTRATION INSTRUCTIONS

5. Now you're ready to register.
 - **SYNONYM:** Leave blank.
 - **SUBJECT:** Select the area designation from the drop-down menu. Be sure to select the EXACT field designation.
 - **COURSE NUMBER:** Enter the 4-digit course number.
 - **SECTION NUMBER:** Enter section number (01).

REGISTRATION INSTRUCTIONS

- **TERM:** Select the correct term from the drop-down menu.
6. Repeat these steps for all courses, including Special Reading Courses and cross-registrations.
 7. When you have entered all of your courses, click 'Submit'.
 8. The next screen displays the courses which you have entered.

REGISTRATION INSTRUCTIONS

9. Under the 'Action' column, select the correct grading option for each course.
10. Check the 'Credits' column to confirm that the number of units is correct for each course. For variable unit courses (e.g., SRC 8888 & 9999, MA 5000, DR 6001 & 6002, UCB 9000), enter the correct number of units in this column.
11. Click 'Submit'.

REGISTRATION INSTRUCTIONS

12. You'll see the 'Registration Results' screen if there are no errors in your registration. This screen lists both those courses for which you just registered and those you are currently taking.
13. If this screen doesn't reflect your desired schedule, select 'Register for Sections' and re-do the previous steps.
14. If your registration for the coming term is correct, click 'OK'.

REGISTRATION INSTRUCTIONS

13. You are now registered! Go back to the Student Menu and review your registration by clicking on 'My Class Schedule'.
14. Print a copy of your schedule and take it to your registrar so they can give you a new sticker for your ID card.
15. Don't forget to log out!

REGISTRATION

Special Reading Course – SRC

- A way to work independently with faculty on a subject for which no courses are offered (SRC 9999 01).
- For MA and PhD students, an SRC can 'upgrade' an Introductory or Intermediate level course to a more advanced level (SRC 8888 01).
- 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 Express Registration by entering the Subject as Spec Reading Course, the course number as 9999, and the section number as 01. After clicking “Submit,” be sure to enter the # of units. If your SRC is an upgrade, enter SRC 8888 01.
2. Submit your completed SRC Form with all required signatures to your registrar by the end of Late Registration. **Forms received after the deadline will accrue add/drop fees.**

REGISTRATION

Cross Registration

Students enrolled in degree programs may cross-register at UCB, 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 both institutions.
- There is a limit of one class per term per student, except for those in the GTU PhD program.
- Your program may have other restrictions on cross-registrations. Check with your registrar for further details.

Berkeley
University of California

**HOLY NAMES
UNIVERSITY**

MILLS COLLEGE

REGISTRATION

Cross-Registration

Cross-Registration is a two-step process:

1. Using Express Registration enter Subject “Taking UCB Courses,” course number 9000, section 01 (for any of the three institutions), and the total # of units into *WebAdvisor* (in the same manner as was shown for the SRC registration).
2. The title of your cross-registered class will ultimately appear on your transcript but not on your “schedule of classes” in WebAdvisor.
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.

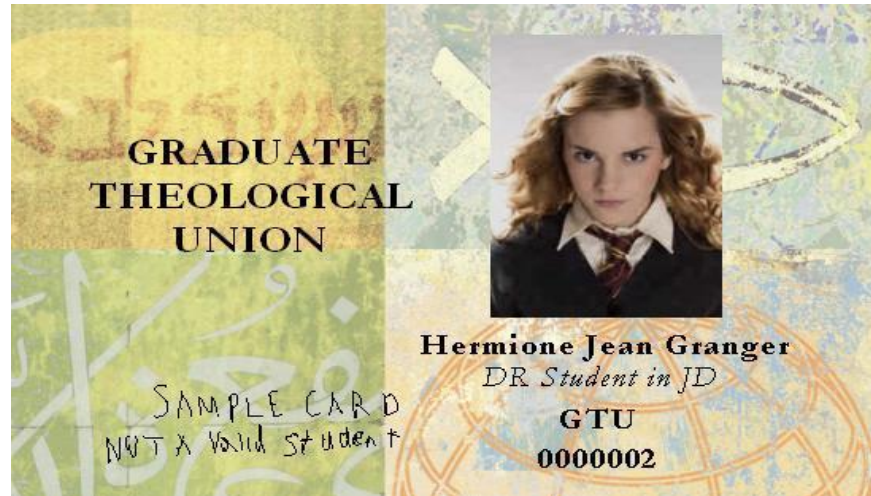
COMMON CROSS-REG QUESTIONS

- 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 B-space?
Guest access to B-space can be provided by your instructor.
- 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 your business office.

Payment is due by the end of the second week of the term: February 14 2014 for Spring 2014.

- A late fee is assessed after this date.
- For changes of enrollment after this date, fees apply.
- Online payment by credit card or e-check is available via WebAdvisor

GO TO CLASS & START LEARNING!



I'll return for questions after the end of the presentation.