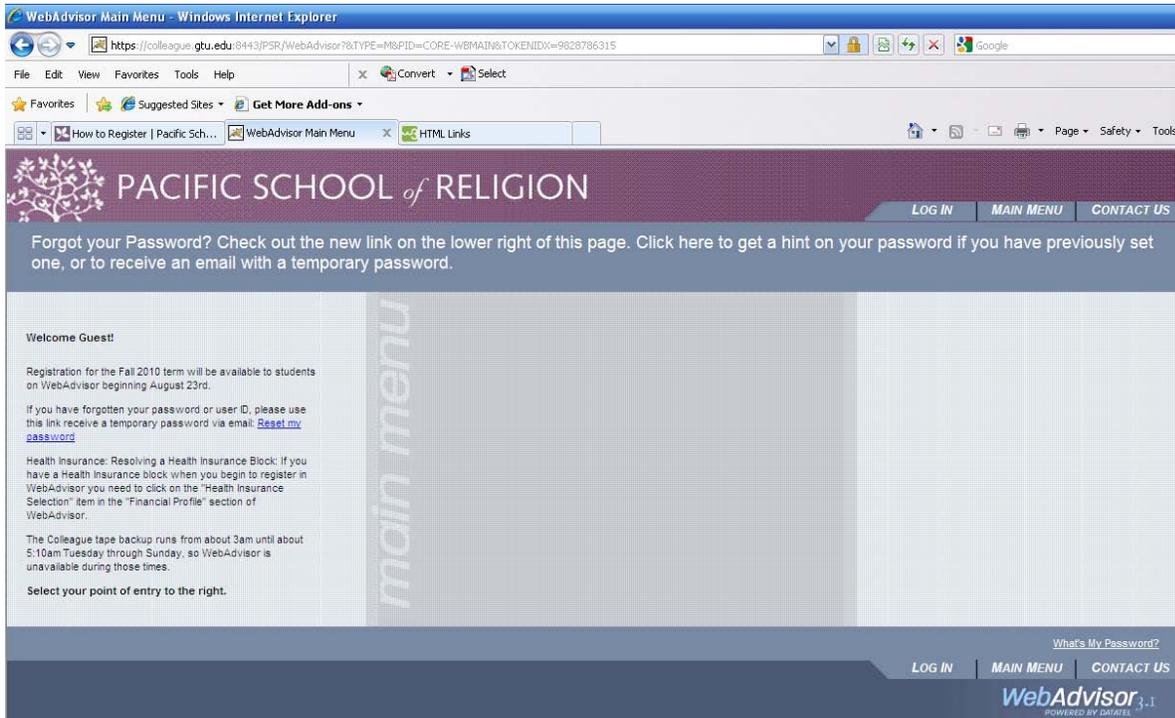
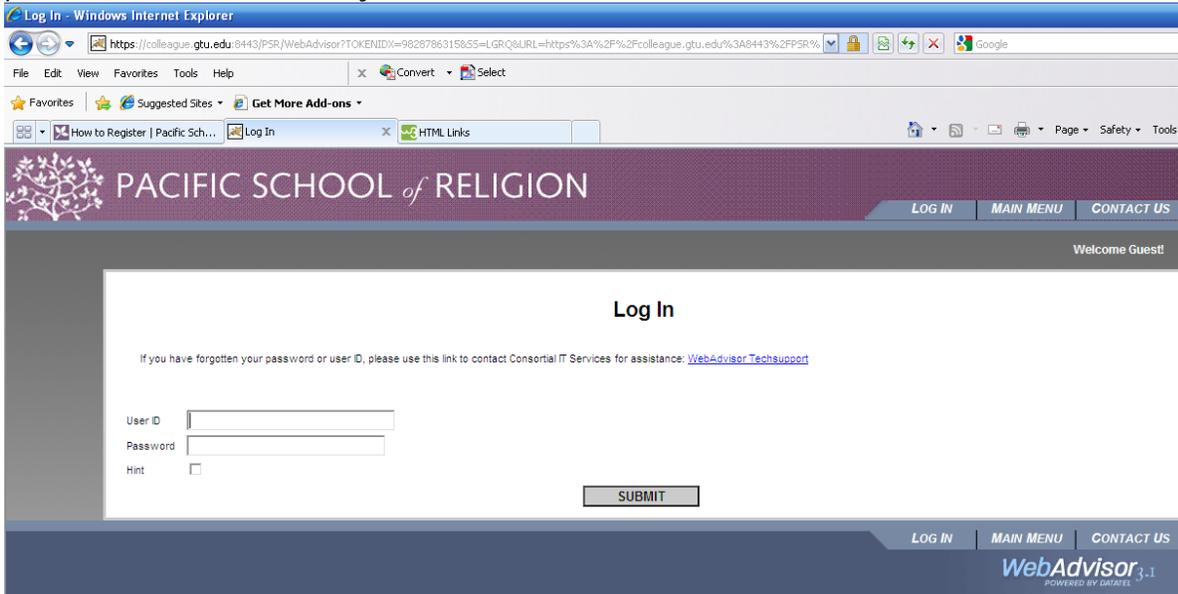


Registering with WebAdvisor Instructions

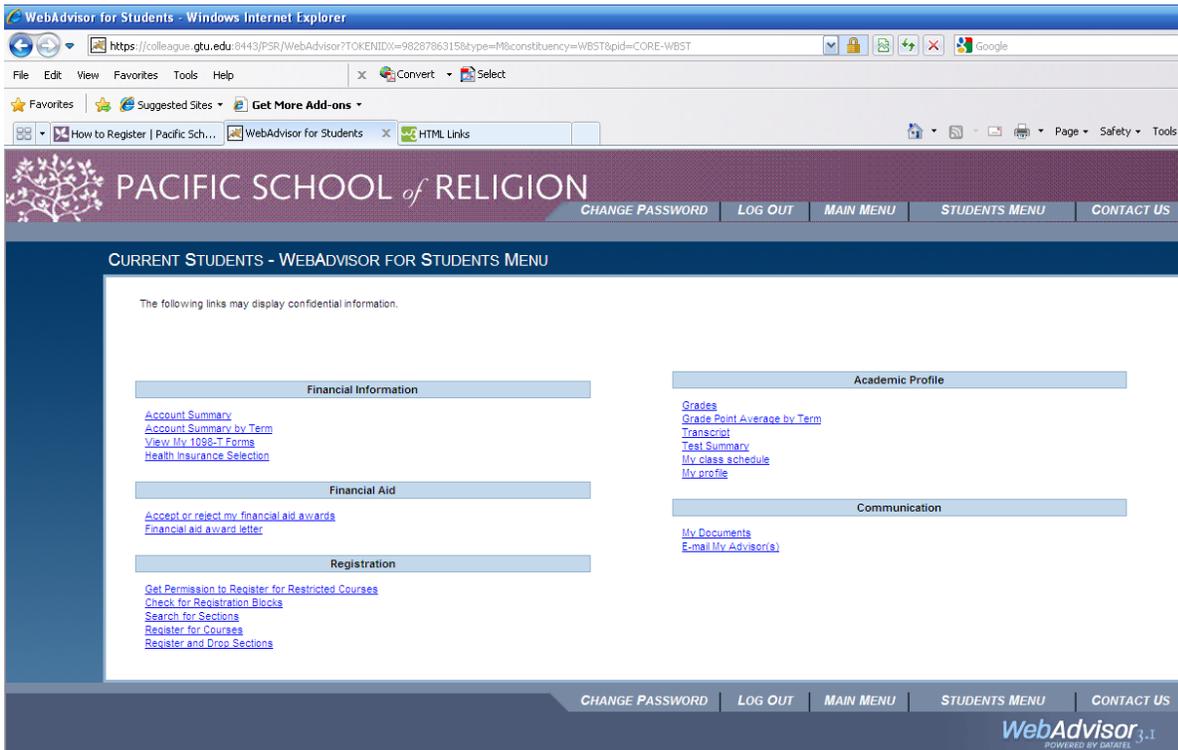
1. **Go to WebAdvisor.** To get there, go to <http://colleague.gtu.edu> → PSR WebAdvisor.
Or alternatively, you may access WebAdvisor by going to www.psr.edu → Students → WebAdvisor.



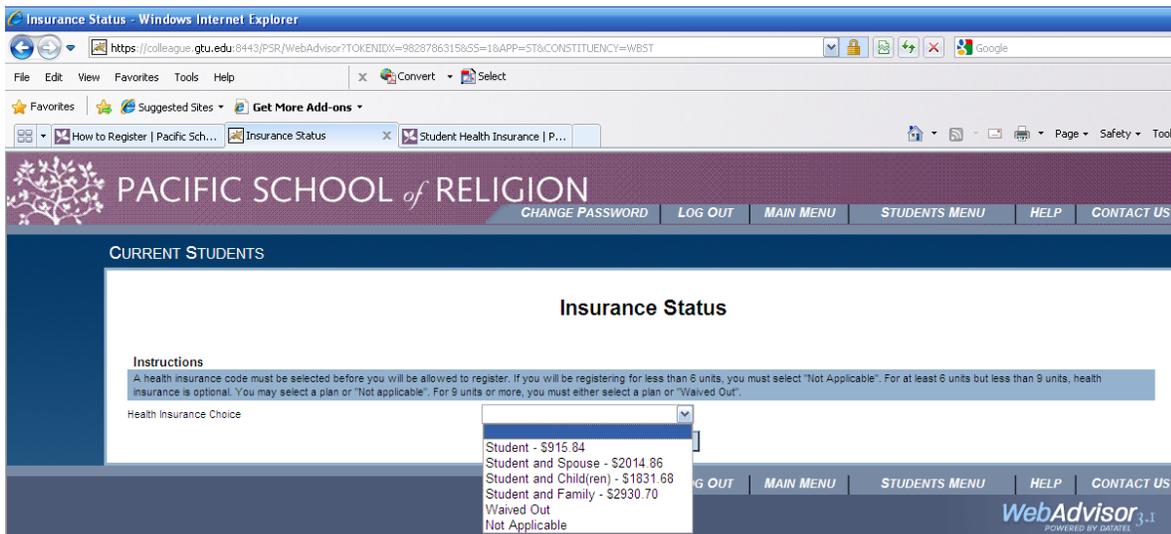
2. **Log in** with your WebAdvisor user name and password. If you have forgotten or misplaced these, please click on the “What’s My Password” link.



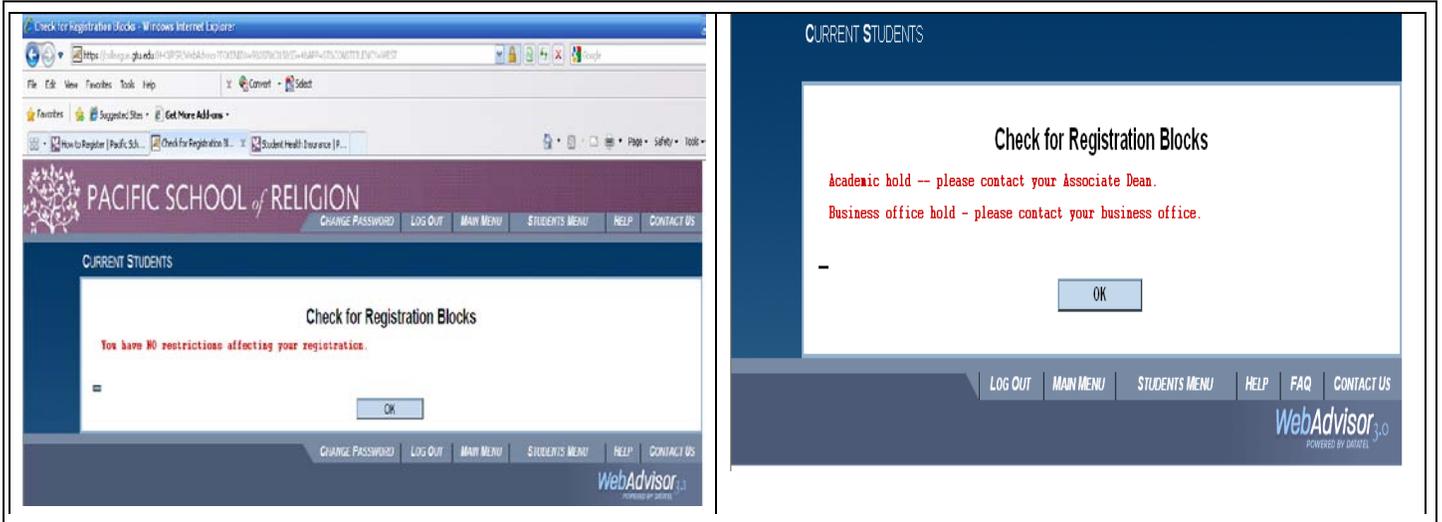
3. Click on “Students”



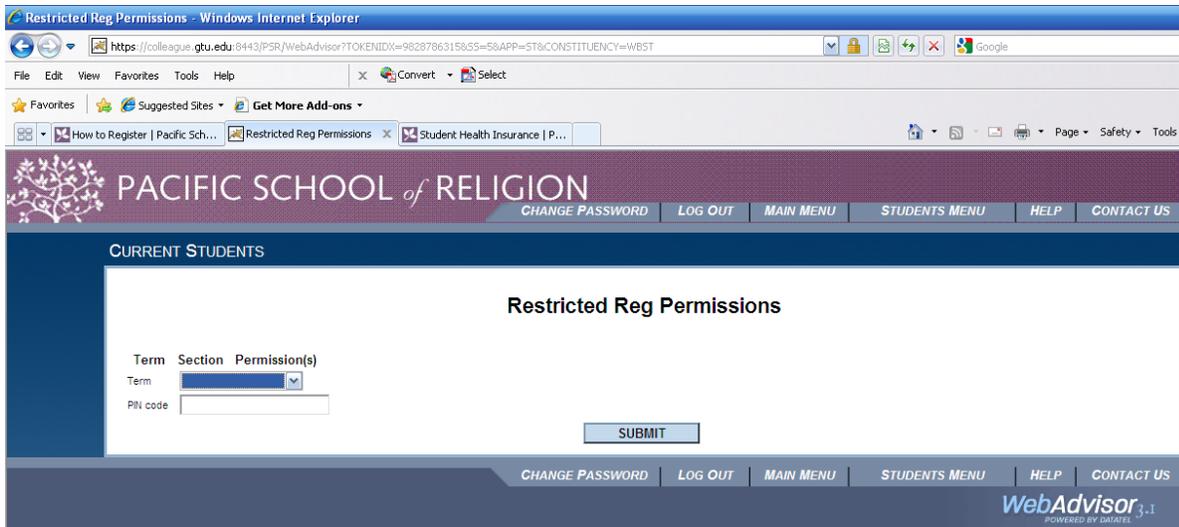
4. Health Insurance Selection: In the *Current Students - WebAdvisor for Students Menu*, click on "Health Insurance Selection". If you will be taking 9.0 units or more and want to enroll in GTU HIPS with Kaiser, choose either "Student," "Student and Spouse," "Student and Children," or "Student and Family" depending on who will be covered by your plan. If you will be taking 9.0 units or more and want to waive out of GTU HIPS your own comparable health insurance plan, you should choose "Waived out." For more information on student health insurance go to: <http://www.psr.edu/student-health-insurance>. Note that you will still need to go to: <https://studentnet.kp.org/wps/portal/CoBrandedHome?univ=gtu> to actually submit your enrollment application or your waiver form. If you do not do this each Fall General Registration period you will not be covered unless you enroll at the link above. If you do not submit your waiver form at the link above by the second week of classes, then you will be automatically enrolled in Kaiser HIPS and be charged for it. If you plan to take fewer than 9.0 units, you may choose "Not Applicable". Note: only students who are taking fewer than 9.0 units are allowed to choose this option. Click on "Submit".



5. Registration Blocks: You will return to the *Current Students - WebAdvisor for Students Menu*. Click on "Check for Registration Blocks". If the next screen says *You have NO restrictions affecting your registration*, then go on to step 6. If you have a message stating otherwise, you will need to clear all your blocks before you can continue.



6. Restricted Courses: If you plan to take any restricted courses, enter in the course PINs by clicking on "Get Permission to Register for Restricted Courses". In the *Restricted Reg Permissions* screen, choose the term from the drop-down menu and enter in each PIN, clicking on "Submit" after each entry.



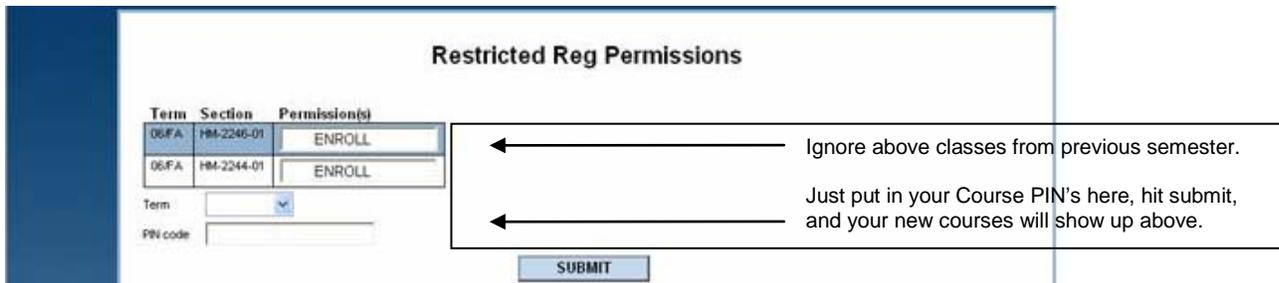
Restricted courses have at least one of the following phrases in its course description:

"Faculty permission required"

"Course PIN required"

Whenever a course is restricted, you must obtain approval from the instructor either as a PIN for the class (whenever registration through WebAdvisor is open) or an email or signature on a "Change in Enrollment" form (after registration through WebAdvisor is closed). To obtain the PIN, follow the instructions on "Contacting Instructors of Restricted Courses". If you are auditing a class, you must obtain a signature on a "Change in Enrollment" form if the phrase "Auditors with the permission of faculty" appears.

If your Restricted Reg Permissions screen already has some classes listed, just ignore those, they are probably from a current or previous semester. What you need to do is ignore what is already listed and instead enter in your new PIN code for the semester you are trying to register for at the bottom where the "Term" and "PIN code" fields appear. Then hit "Submit" and you will see your new class join the table if the PIN is correct.



Remember that even *after* you enter in your PIN code, you still need to go back to "Express Registration" or "Register and Drop Sections" in order to finish enrolling in the course, even if you did that before entering in the PIN. WebAdvisor will not automatically sign you up in the course even though it has accepted your PIN.

7. Register: Click on "Register for Classes" in the *Current Students - WebAdvisor for Students Menu*. If you already have the courses numbers of the classes you want to take, click on "Express Registration." If you do not have the course numbers ready for the courses you want to take, click on "Search and register for courses" or use the GTU Online Course Schedule (go to colleague.gtu.edu → Searchable Course Schedule). However, most of you will probably choose "Express Registration" option when you are signing up for classes for the first time. The following steps assume you will be using "Express Registration". Remember to register and change classes only for the semester allowed for this registration period. If you attempt to register for or make any changes to any other term, your registration for all terms will not be processed.

The screenshot shows a web browser window displaying the Pacific School of Religion's WebAdvisor interface. The browser's address bar shows the URL: <https://colleague.gtu.edu:8443/PSR/WebAdvisor?TOKENIDX=9828786315&SS=1&APP=UT&CONSTITUENCY=WBST>. The browser's title bar reads "Windows Internet Explorer". The page header features the Pacific School of Religion logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. The main content area is titled "CURRENT STUDENTS" and contains the following text:

Before registering for courses, check to see if there are any outstanding blocks to your registration:
[Check for Registration blocks](#)

Please choose one of the following types of registration:
[Express registration](#)
Use this option if you know the exact course number(s) you want to register for. For example, if you want to register for the course HRHS-1518-01, on the Express Registration screen, enter HRHS in the Subject column, 1518 in the Course Number column, and 01 in the Section Number column. Be sure to enter 01, and not just 1, if the section number is 01. Do not enter anything in the Synonym column.
[Search and register for courses](#)
Use this option if you would like to look for courses, and then register for them.
[Register for previously selected courses](#)
Use this option if you have already placed courses on your preferred list and would like to now register.
[Drop courses](#)
Use this option if you would like to drop a course. (Other choices also allow you to drop a course while you register for another.)

[Kaiser Health Insurance](#)
Link to the Kaiser web site to sign up for Kaiser health insurance or opt out.

[Searchable Course Schedule](#)
Link to the Searchable Course Schedule

An "OK" button is located at the bottom of the main content area. The footer of the page includes the same navigation links as the header and the "WebAdvisor 3.1 POWERED BY GABRIEL" logo.

8. Express Registration: Click on "Express Registration".

Synonym: LEAVE BLANK. Do not enter in anything in this column or your registration will not be processed.

Subject: Choose from the drop down menu the 2-4 LETTER field abbreviation of your course. Example: for PS 2070, choose "PS".

Course Number: Under "Course Number" type in the 4-digit course NUMBER. Do **NOT** type in any letters in this field. Example: for PS 2070, type in "2070".

Section Number: Type in "01" or "02" or "03", etc. depending on which section you want. Most classes will be just section "01". You must type in something for this column in order for this form to process successfully. Do NOT type in just "1", "2" or "3" in this field. Example: for PS 2070, type in "01".

Term: Choose the correct term.

Hit "Submit".

Example:

Express Registratic

Synonym	Subject	Course Number	Section Number	Term

SUBMIT

Express Registrat

Synonym	Subject	Course Number	Section Number	Term
	OT	1115	01	10/FA FALL 2010
	NT	1016	01	10/FA FALL 2010
	SPFT	1080	01	10/FA FALL 2010
	SPED	1084	01	10/FA FALL 2010
	RS	1395	01	10/FA FALL 2010
				10/FA FALL 2010
				10/SP SPRING 2010
				10/IN INTER-SESSION 2010

SUBMIT

9. Grading option and Units: In the Register and Drop Sections screen, choose your grading option (letter grade, pass/fail, audit) or drop a class, and adjust the units of each class if needed. **NOTE:** THIS SCREEN IS NOT YOUR REGISTRATION CONFIRMATION. JUST BECAUSE YOUR CLASS APPEARS IN THE "REGISTER AND DROP SECTIONS" SCREEN DOES NOT MEAN YOU HAVE REGISTERED FOR EVERYTHING THAT APPEARS ON THIS SCREEN.

Register and Drop Sections

Name: Delphine Hwang

Action for ALL Pref. Sections (or choose below):

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available Capacity	Credits	CEUs
Register Letter Grade	FALL 2006	HR-4526-01 (02300) BUCKHIST. CHRISTIAN OROLOGUE	PSR	09/05/2006-12/15/2006 Lecture Monday 02:10PM - 05:00PM, PSR MUDD Classrooms, Room 204	Jones,A.(PSR) Powers,D.(PSR) Alipinar.(PSR)	292 / 300	3.0	
Register Letter Grade	FALL 2006	0917-1709-03 (07300) THE ISLE IN THE NEAR EAST	PSR	09/05/2006-12/15/2006 Lecture Monday 09:40AM - 12:30PM, PSR Classrooms, Room 6 09/05/2006-12/15/2006 Lecture 11:00AM, PSR MUDD Classrooms, Room 102	Brody(PSR) Lew(PSR)	298 / 300	4.50	
Audit	FALL 2006	RA-1700-01 (02200) CHORALE	PSR	09/05/2006-12/15/2006 Lecture Monday 06:40PM - 06:30PM, PSR Classrooms, Room CHFL 09/05/2006-12/15/2006 Lecture Tuesday 10:10AM - 12:00PM, PSR Classrooms, Room CHFL	Lee,A.(PSR)	291 / 300	1.50	
Register Letter Grade	FALL 2006	RA-1827-01 (01221) AMI & BOLAJON MASCOT AMERICA	PSR/GTU-CARE	09/05/2006-12/15/2006 Lecture Thursday 02:10PM - 05:00PM, PSR Classrooms, Room 6	Adams(PSR) Olenberg,JD.(PSR) DeSola.(PSR/CARE) Cronin.(GTU/CARE)	285 / 300	3.0	
Register Letter Grade	FALL 2006	SFT-1001-02 (02300) SERIAL DISCIPLINE FOR LEADERS	PSR	09/05/2006-12/15/2006 Lecture Tuesday 06:40PM - 09:30PM, PSR MUDD Classrooms, Room 103	Drisk(PSR) Lee,B.(PSR)	298 / 300	1.50	
Register Pass/Fail	FALL 2006	SFT-1001-02 (02300) SERIAL DISCIPLINE BRODSINE COMMENTS	PSR	09/05/2006-12/15/2006 Lecture Tuesday 06:40PM - 09:30PM, PSR MUDD Classrooms, Room 103	Drisk(PSR) Lee,B.(PSR)	300 / 300	1.50	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available: Allow me to adjust all

SUBMIT

Choose letter grade, pass/fail, or audit from the drop-down menu. Audits yield 0.0 units.

Type in preferred number of units for a variable-unit class. Example: type in "3.0" for RA 1827 & HR 4526 since they are 1.5-3.0 unit classes. (or 1.5)

10. Registration Results. If you completed the "Register and Drop Sections" screen successfully, you will be shown your successful registration results in the next screen. Example:

The following request(s) have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
FALL 2006	Registered for this section		HF-4526-01 (07266) BUCKINGHAM CHRISTIAN DIALOGUE	PSR	09/05/2006-12/15/2006 Lecture Monday 02:10PM - 05:00PM, PSRAMUDD Classrooms, Room 204	Jones,A (PSR) Powers,D (PSR) Alpinar(PSR)	3.00	
FALL 2006	Registered for this section		QDNT-1708-02 (07306) THE BIBLE IN THE NEAR EAST	PSR	09/05/2006-12/15/2006 Lecture Monday 09:40AM - 12:30PM, PSR Classrooms, Room 6 09/05/2006-12/15/2006 Lecture Friday 09:40AM - 11:00AM, PSRAMUDD Classrooms, Room 102	Brody(PSR) Lew (PSR)	4.50	
FALL 2006	Registered for this section		RA-1700-01 (07268) CHORALE	PSR	09/05/2006-12/15/2006 Lecture Monday 06:40PM - 08:30PM, PSR Classrooms, Room CHFL 09/05/2006-12/15/2006 Lecture Tuesday 10:10AM - 12:00PM, PSR Classrooms, Room CHFL	Lee,A (PSR)	0.00	
FALL 2006	Registered for this section		RA-1827-01 (07272) ART & RELIGION IN MODERN AMERICA	PSRAMUDD	09/05/2006-12/15/2006 Lecture Thursday 02:10PM - 05:00PM, PSR Classrooms, Room 6	Adams(PSR) Dienberg, D(PSR) DeGola(PSR/CARE)	3.00	
FALL 2006	Registered for this section		SPFT-1090-02 (07320) SCRIPTURE DISCIPLINES FOR LEADERSHIP	PSR	09/05/2006-12/15/2006 Lecture Tuesday 06:40PM - 09:30PM, PSRAMUDD Classrooms, Room 103	Driskil(PSR) Lee,B (PSR)	1.50	
FALL 2006	Registered for this section		SPFT-1091-02 (07330) SCRIPTURE DISCIPLINES FOR STUDENT COMMUNITIES	PSR	09/05/2006-12/15/2006 Lecture Tuesday 06:40PM - 09:30PM, PSRAMUDD Classrooms, Room 103	Driskil(PSR) Lee,B (PSR)	1.50	

Here are all of the sections for which you are currently registered:

Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
FALL 2006		HF-4526-01 (07266) BUCKINGHAM CHRISTIAN DIALOGUE	PSR	09/05/2006-12/15/2006 Lecture Monday 02:10PM - 05:00PM, PSRAMUDD Classrooms, Room 204	Jones,A (PSR) Powers,D (PSR) Alpinar (PSR)	3.00	
FALL 2006		QDNT-1708-02 (07306) THE BIBLE IN THE NEAR EAST	PSR	09/05/2006-12/15/2006 Lecture Monday 09:40AM - 12:30PM, PSR Classrooms, Room 6 09/05/2006-12/15/2006 Lecture Friday 09:40AM - 11:00AM, PSRAMUDD Classrooms, Room 102	Brody(PSR) Lew(PSR)	4.50	
FALL 2006	Audit	RA-1700-01 (07268) CHORALE	PSR	09/05/2006-12/15/2006 Lecture Monday 06:40PM - 08:30PM, PSR Classrooms, Room CHFL 09/05/2006-12/15/2006 Lecture Tuesday 10:10AM - 12:00PM, PSR Classrooms, Room CHFL	Lee,A (PSR)	0.00	
FALL 2006		RA-1827-01 (07272) ART & RELIGION IN MODERN AMERICA	PSRAMUDD	09/05/2006-12/15/2006 Lecture Thursday 02:10PM - 05:00PM, PSR Classrooms, Room 6	Adams(PSR) Dienberg, D(PSR) DeGola(PSR/CARE) Cronin(OTU/CARE)	3.00	
FALL 2006		SPFT-1090-02 (07320) SCRIPTURE DISCIPLINES FOR LEADERSHIP	PSR	09/05/2006-12/15/2006 Lecture Tuesday 06:40PM - 09:30PM, PSRAMUDD Classrooms, Room 103	Driskil(PSR) Lee,B (PSR)	1.50	
FALL 2006	Pass/No Pass	SPFT-1091-02 (07330) SCRIPTURE DISCIPLINES FOR STUDENT COMMUNITIES	PSR	09/05/2006-12/15/2006 Lecture Tuesday 06:40PM - 09:30PM, PSRAMUDD Classrooms, Room 103	Driskil(PSR) Lee,B (PSR)	1.50	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

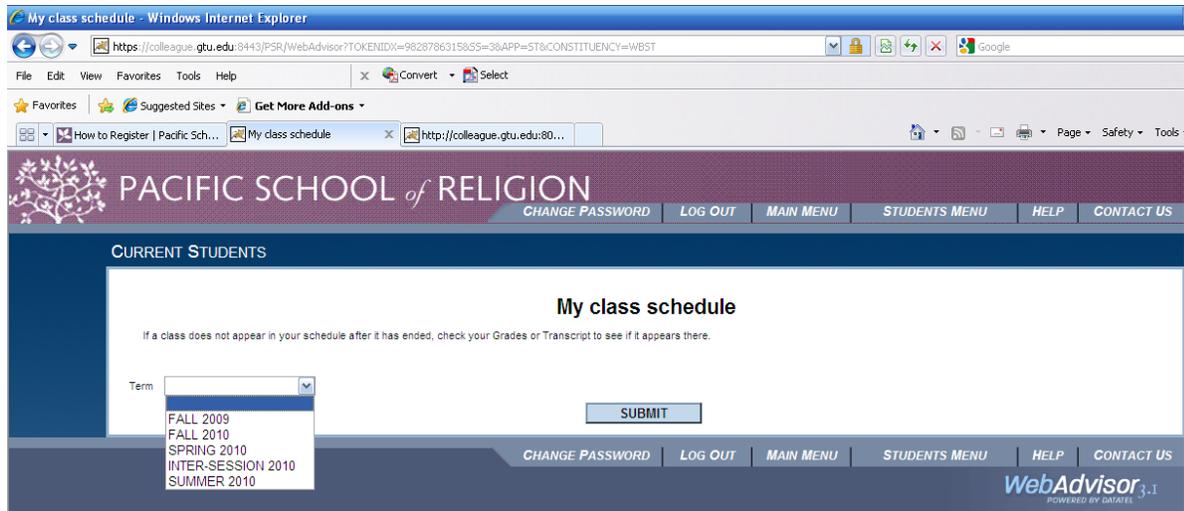
OK

Account Summary Make a Payment Register for Classes Add Classes Register and Drop Classes My Schedule

LOG OUT MAIN MENU STUDENTS MENU HELP FAQ CONTACT US

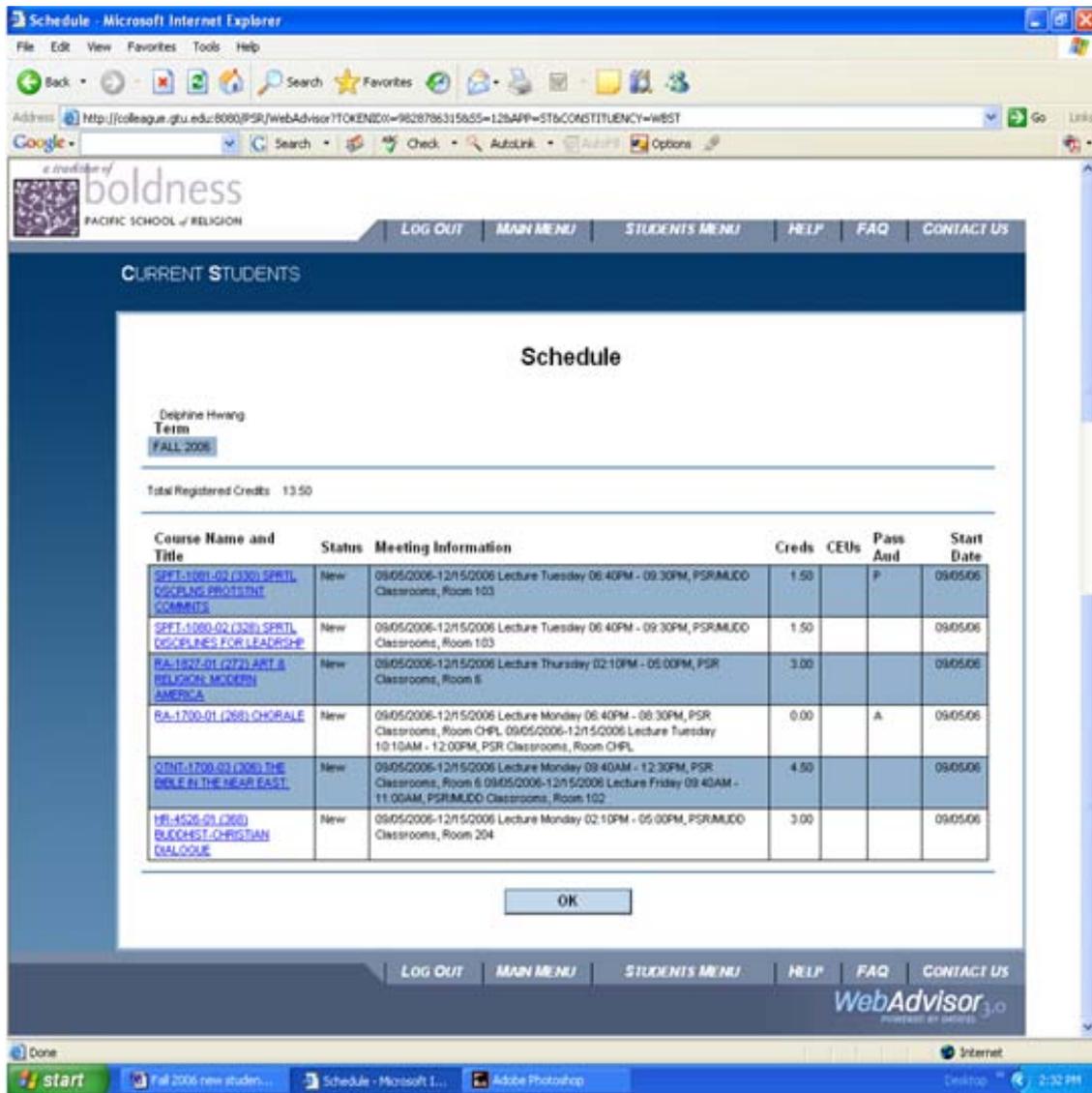
WebAdvisor 3.0
POWERED BY ORACLE

11. Confirm your registration. This is the most important step! Click “OK” at the bottom of the Registration Results screen to return to the main menu. Then click on “Students” again and click on “My Class Schedule”. Choose the appropriate term from the drop-down menu and click “Submit”.



All the classes you signed up for should show up in this screen (see next page for example), along with your total unit load for the semester, days and times and locations your classes take place, whether or not you are taking the class for letter grade, pass/fail, or audit, and the unit load of each class. You will always be able to access your class schedule through WebAdvisor, even when registration has ended, and what you see in this screen will always be your most accurate and updated schedule. If you do not see anything in this screen, this means your registration did not go through successfully. You are responsible for checking this screen and making sure your registration went through successfully.

It may be helpful to have proof of your registration, so in order to obtain that proof, PRINT OUT THIS PAGE FOR YOUR RECORDS.



It is easy to mistake the courses in the "Register and Drop Sections" screen (step 9) for your schedule. If the classes you print do not have "Schedule" the top and instead have "Register and Drop Sections" as the heading, you are not printing your schedule, but your registrar will help you with whatever print out you bring to them.

If you find you made a mistake (example: signed up for the wrong section of a class, a class is showing up as 1.5 units for a class but really you wanted 3.0 units, wanted to take something pass/fail but it's showing up as letter grade), then you must go back to the Registration menu, drop the course completely, then add it again. Remember that step 9 is where you can choose your grading option and change your units.

Contact your registrar if you have any further questions.