Registering with WebAdvisor Instructions
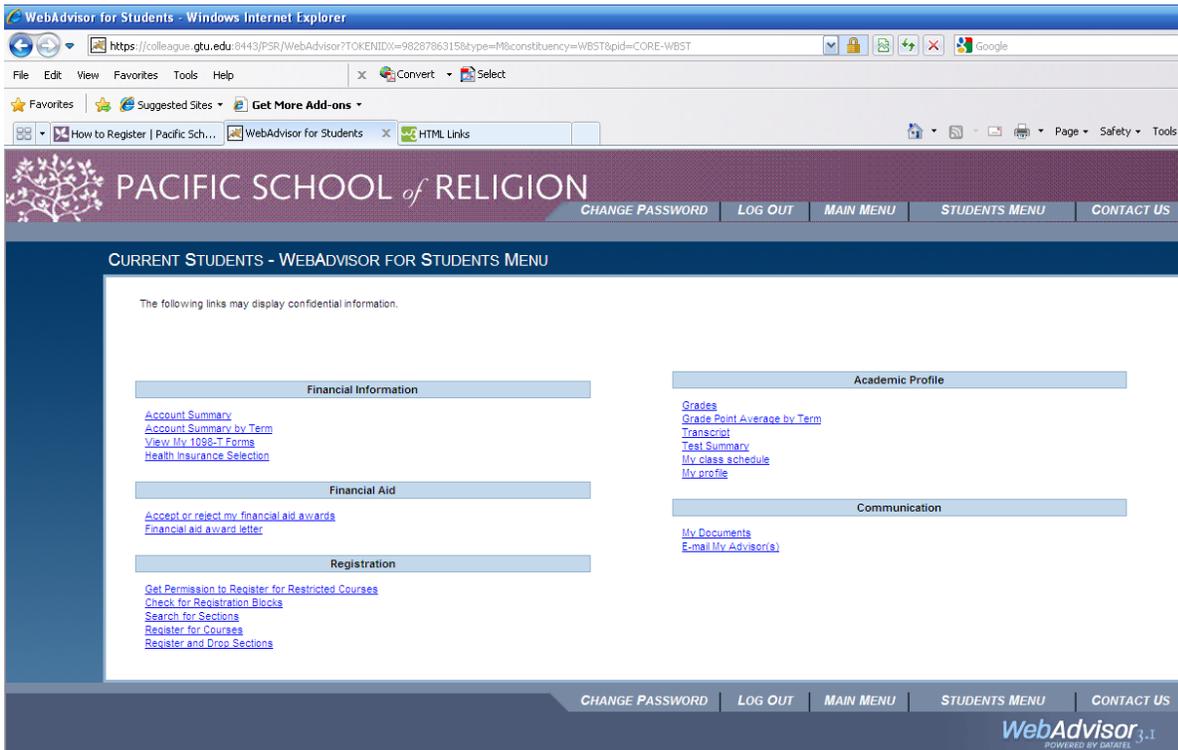
1. **Go to WebAdvisor.** To get there, go to http://colleague.gtu.edu ➔ PSR WebAdvisor.
Or alternatively, you may access WebAdvisor by going to www.psr.edu ➔ Students ➔ WebAdvisor.
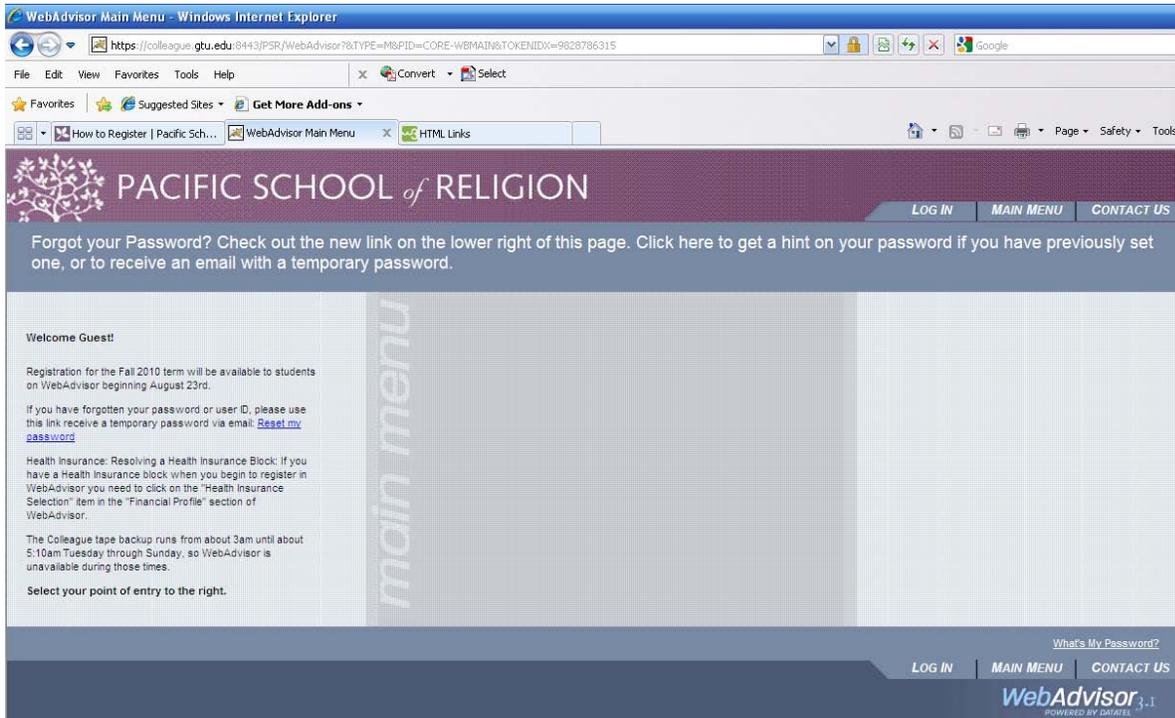
2. **Log in** with your WebAdvisor user name and password. If you have forgotten or misplaced these, please click on the "What's My Password" link.
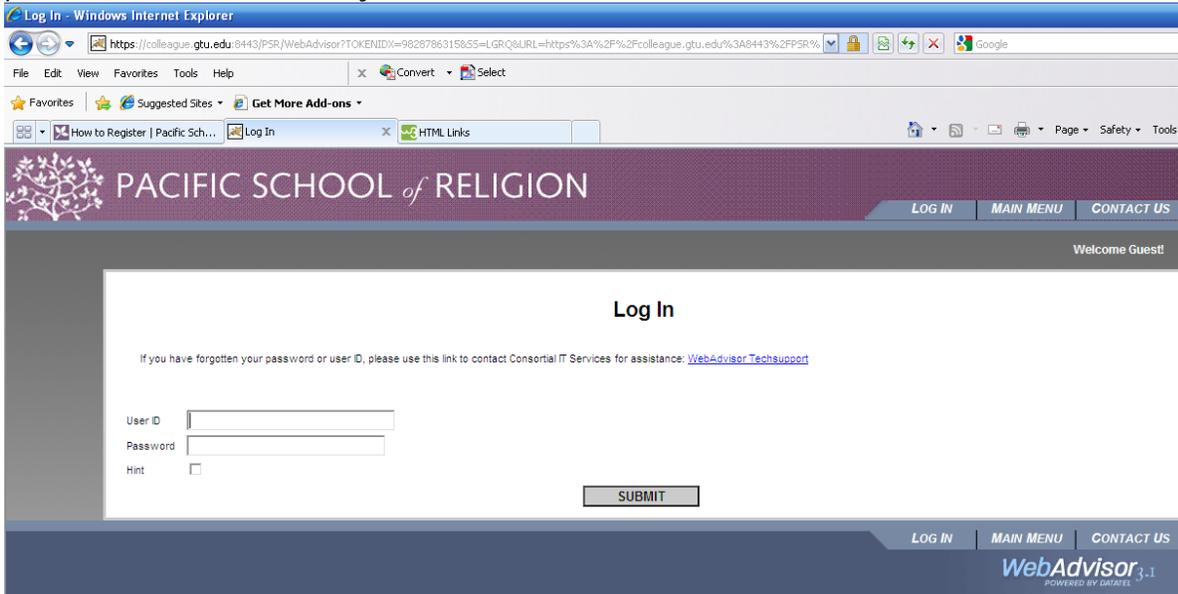

3. **Click on "Students"**

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".
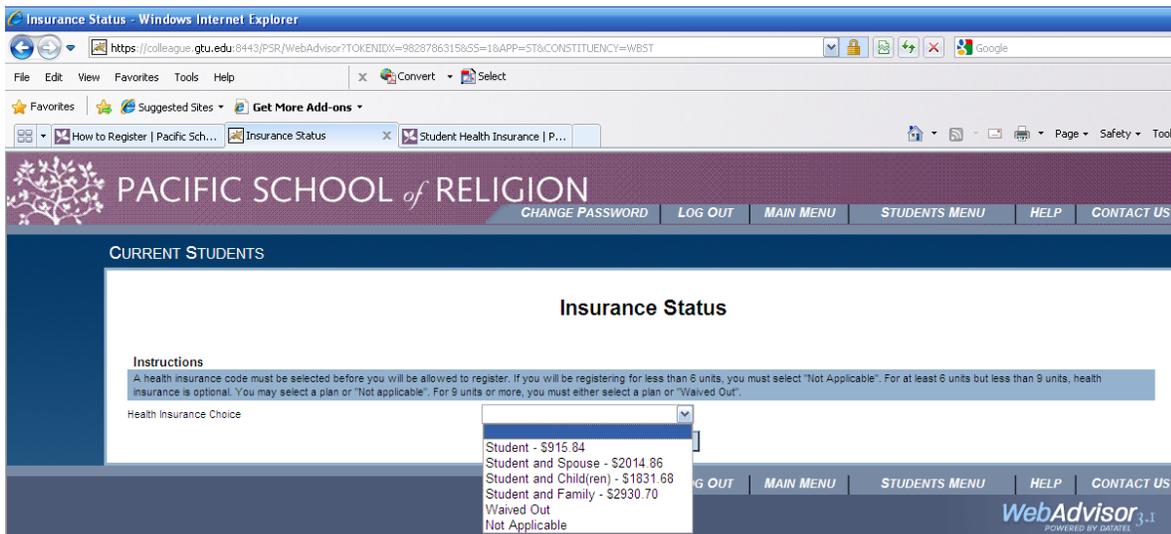
5. **Registration Blocks**: You will return to the *Current Students – WebAdvisor for Students Menu*. Click on "Check for Registration Blocks". If the next screen says *You have NO restrictions affecting your registration*, then go on to step 6. If you have a message stating otherwise, you will need to clear all your blocks before you can continue.
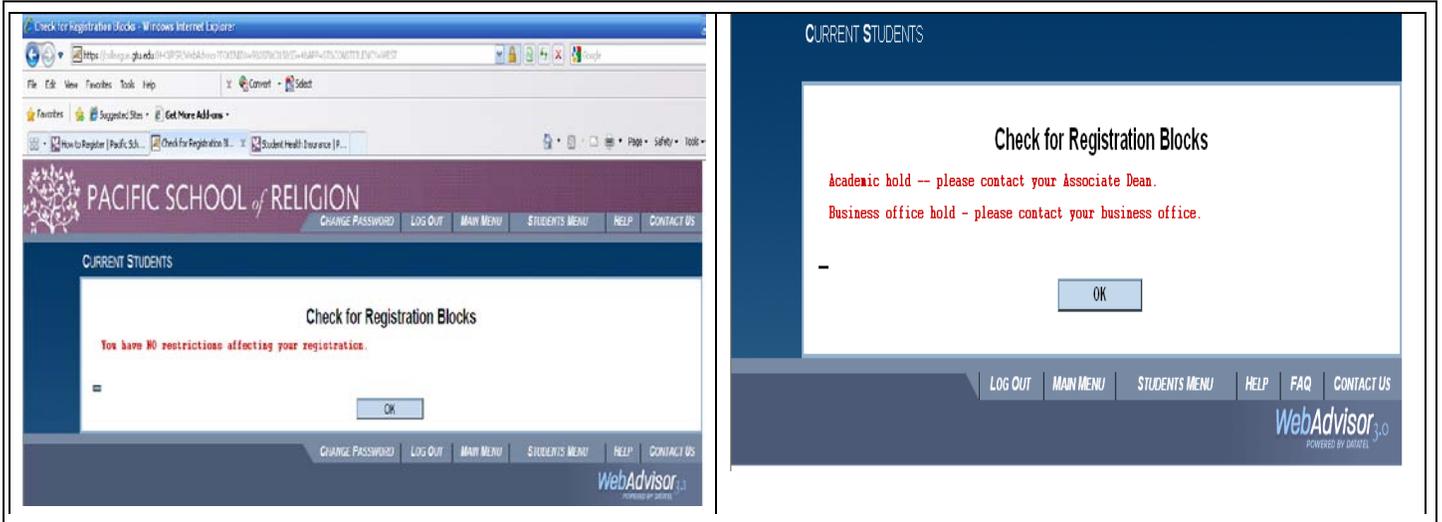
6. Restricted Courses: If you plan to take any restricted courses, enter in the course PINs by clicking on "Get Permission to Register for Restricted Courses". In the *Restricted Reg Permissions* screen, choose the term from the drop-down menu and enter in each PIN, clicking on "Submit" after each entry.
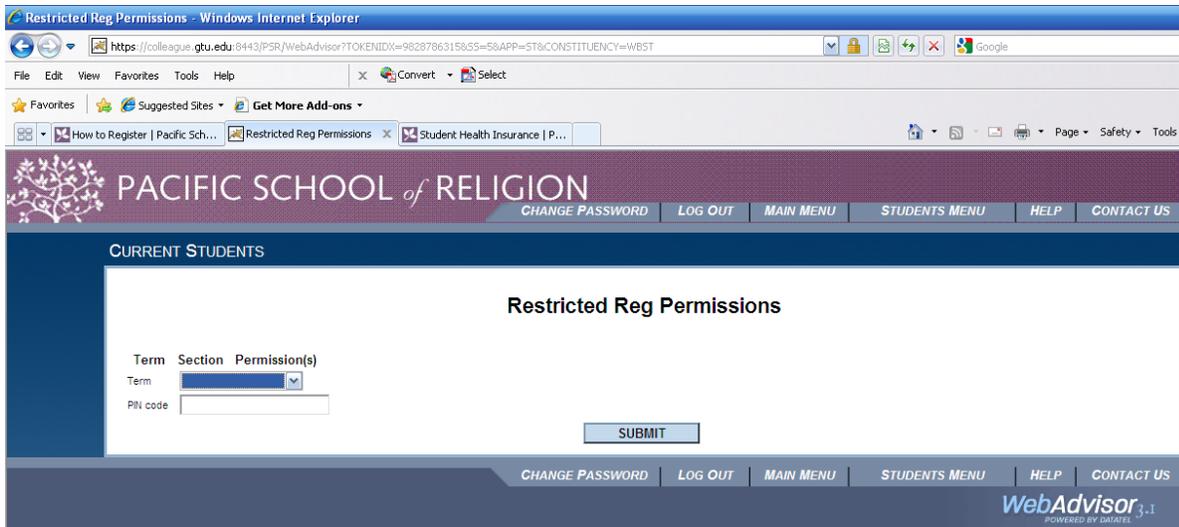
Restricted courses have at least one of the following phrases in its course description:
    "Faculty permission required"
    "Course PIN required"
Whenever a course is restricted, you must obtain approval from the instructor either as a PIN for the class (whenever registration through WebAdvisor is 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.
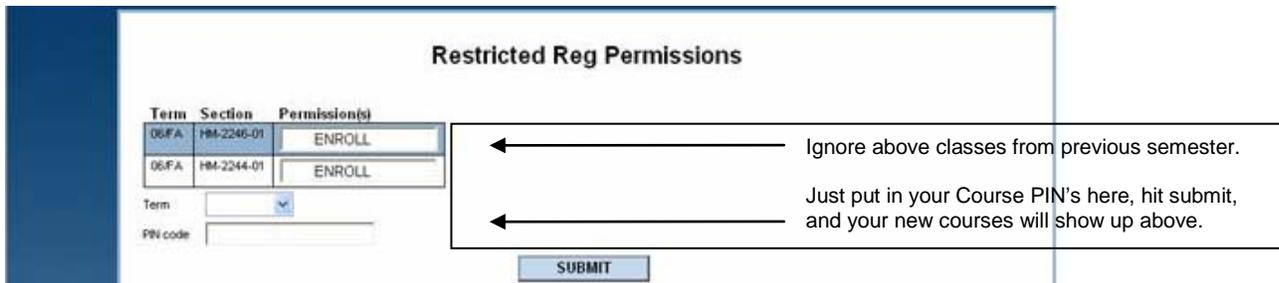
Remember that even *after* you enter in your PIN code, you still need to go back to "Express Registration" or "Register and Drop Sections" in order to finish enrolling in the course, even if you did that before entering in the PIN. WebAdvisor will not automatically sign you up in the course even though 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.

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. <u>Example:</u> for PS 2070, choose "PS".
Course Number:	Under "Course Number" type in the 4-digit course **NUMBER. Do <u>NOT</u> type in any letters in this field.** <u>Example:</u> 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. <u>Example:</u> for PS 2070, type in "01".
Term:	Choose the correct term.

Hit "Submit".

Example:

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.

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:

11. Confirm your registration. <u>This is the most important step!</u> 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".
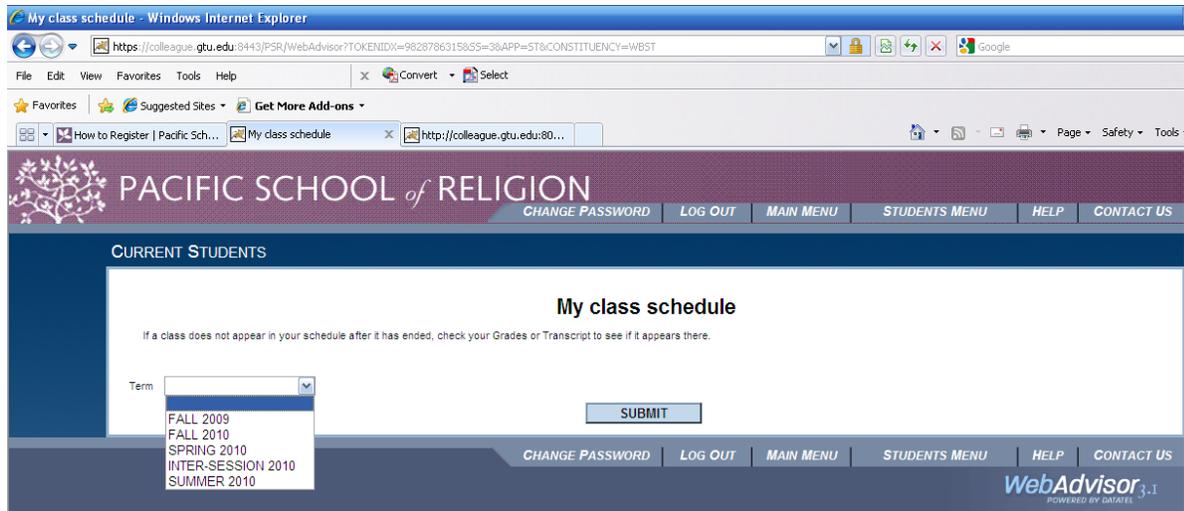
All the classes you signed up for should show up in this screen (see next page for example), along with your total unit load for the semester, days and times and locations your classes take place, whether or not you are taking the class for letter grade, pass/fail, or audit, and the unit load of each 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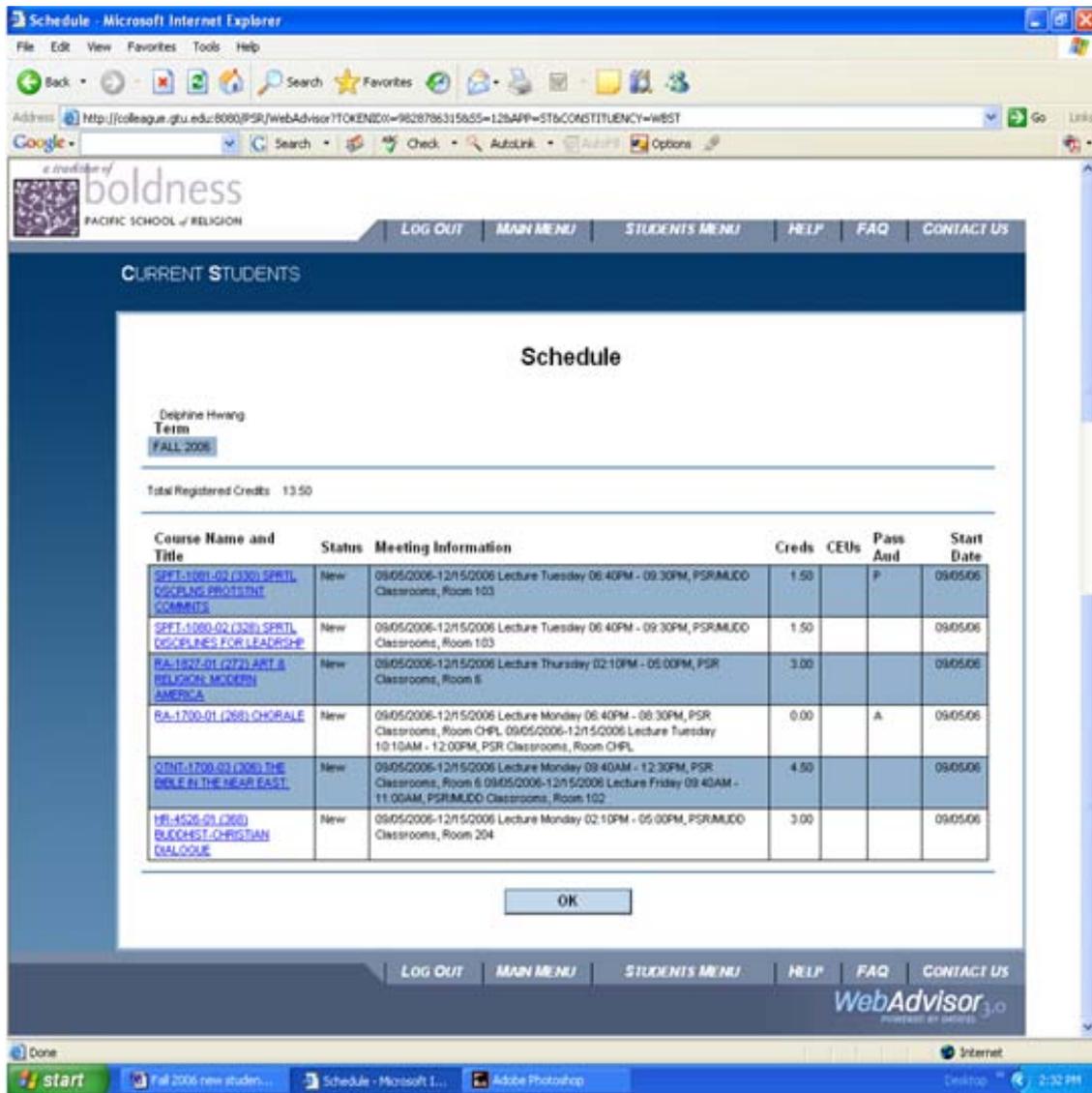. If you do not see anything in this screen, this means your registration did not go through successfully. You are responsible for checking this screen and making sure your registration went through successfully.

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 a 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.