



Jesuit School of Theology of Santa Clara University

## REGISTRATION PROCEDURES Short Version

- Using web-based registration, the same registration procedures will be used for all registration periods: Early, General and Late Registration.
- Web-based registration through WebAdvisor is available only during the registration dates listed in the academic calendar.
- Registration for a term may be done in more than one online session during the available dates.
- Registrations or change in enrollment after the end of the second week of a semester must be submitted to your registrar on a paper Change in Enrollment form. See Changing Your Registration.

### **To Register You Will Need:**

1. **Course Selection:** To select the courses you wish to take, consult the GTU Searchable Course Schedule at [<http://colleague.gtu.edu>]. Paper copies are also available, but they are out of date.

Course Selection Reminders:

- Check course descriptions for course restrictions. If there is a restriction, you need to contact the instructor for a PIN code. (For additional information, see “Contacting Instructors of Restricted Courses” below.) There is no need to get permission for unrestricted classes.
- Some courses may not be audited.
- 5000 level courses require the permission of the instructor, if you are not a PhD/ThD student.
- 6000 level courses are open only to PhD/ThD students.

2. **WebAdvisor Access:** You will need your User Name/ID and Password in order to access WebAdvisor to register. Your WebAdvisor User Name/ID and Password are available from the JSTB Assistant Dean’s Office if you do not already have them.

3. **Academic Advising:**

- Meet with your academic advisor to discuss course selection.
- You cannot register until your advisor removes the block to your registration, so ask your advisor to remove the block when you meet with her/him.

4. **Restricted Courses permissions:** Request limited/restricted class approvals and PIN codes from the instructor. (There is no need to get permission for unrestricted classes.) Restricted course procedures are explained in further detail, below.

### **Preparing to Register:**

The web-based registration process goes more smoothly if you prepare a list of the courses which you wish to take before logging in to WebAdvisor. Include:

- course numbers
- section numbers
- number of units you choose for SRCs and variable unit courses
- grading option choice for each course
- PIN codes for any restricted courses

### **Special Courses:**

Special Courses such as In Thesis or Preparation for Comprehensives, are listed as the last section of each semester in the course schedule. In WebAdvisor, the Special Course field designations are listed with all of the other field designations in the drop down menu in alphabetical order. Please note that if you are registering full time for a Special Course (e.g. 12 units of DR 6000), you must enter the total number of units under “credits” on the Action screen in WebAdvisor. See step 10 below.

### **WebAdvisor Registration Instructions**

- **STEP 1.** At <http://colleague.gtu.edu>, under WebAdvisor, JSTB, login to your WebAdvisor account using your User Name/ID and Password (available from the JSTB Assistant Academic Dean’s Office).
- **STEP 2.** Select “Check for Registration Blocks” in the main menu to see if there are any blocks to your registration. Examples of blocks: Advisor block; Health insurance block; Academic blocks; or blocks by the Business office, Housing office or Library for money in arrears. These blocks must be removed before the system will process your registration. All blocks except Health Insurance are cleared by contacting the office that placed the block. (For detailed instructions on removing a Health Insurance Block, see “Resolving a Health Insurance Blocks,” below.) Return to the “**Menu.**”
- **STEP 3.** If you have no blocks & are taking no restricted courses skip STEP 4 & proceed to STEP 5.
- **STEP 4.** Select “Enter Course PIN Codes for Restricted Courses” if you have any restricted courses. Enter PIN code numbers for each restricted course. This will allow you to register for those courses when you enter them on the Registration screen. (Entering PIN codes does **not** register you for the course.) Return to the “Menu.”
- **STEP 5.** Select “Registration” at Main Menu, then Select “Express Registration.” (Remember to have the course numbers, and any other information on hand.)
- **STEP 6.** Enter courses by completing the following columns:
  - Synonym: Leave blank.
  - Subject: Click on the arrow to the right of the column. You will see a drop-down menu of fields/area. Select the area designation for the first course for which you wish to register. Choose the exact field designation.
  - Course: Enter the course number.
  - Section: Enter the section number (e.g., 01, 02).
  - Term: Click on the arrow to the right of the column. Select the term for which you want to register.
- **STEP 7.** Repeat STEP 6 for each course you wish to take.
- **STEP 8.** After entering all of your courses Click **submit.**
- **STEP 9.** The next screen displays the courses you have selected with an “Action” column for selecting your choice of grading option. Click on the drop-down menu (on the left) to show the choices. Click on your choice.
- **STEP 10.** On the same screen check the “Credits” column (on the right) to confirm that the number of units listed is correct. In the case of Variable Unit courses, Special Reading Courses, Cross Registration courses, and some other special courses, be sure to enter the correct number of units in the “Credits” column.

- **STEP 11.** After completing STEP 9 & STEP 10 Click **submit**.
- **STEP 12.** If there are no errors, your completed registration will be displayed on a screen entitled “Registration Results.” You may now proceed to STEP 14. If there are errors (remaining registration blocks or omitted PIN code for a restricted course), a screen showing the errors next to the symbol “i” will appear. If this appears, you must resolve all errors before the system will process your registration. Proceed to STEP 13.

- **STEP 13.** Resolving Errors:

For these errors:

- *Audits not allowed:* Select either credit option (Register Letter Grade or Register Pass/Fail) or Remove from List (see STEP 9)
- *Pass/Fail only:* Select either Register Pass/Fail or Remove from List (see STEP 9) Click submit again.

For these errors:

- *Requires Instructor’s consent:* You must get a PIN code from the instructor. When you have a PIN code enter it as described in STEP 4. Then follow registration procedures in STEP 5.
- *Petition required:* You must get a PIN code from the instructor. When you have a PIN code enter it as described in STEP 4. Then follow registration procedures in STEP 5.
- *Any remaining blocks:* If any blocks remain at this point, the system will not process your registration. You must: 1.) exit Registration, 2.) resolve the blocks, and 3.) return to STEP 5 to complete your registration (if you have not yet entered a PIN code, return to STEP 4). When all errors are resolved, return to Menu.

- **STEP 14.** The Registration Results screen (has no “Action” column) is displayed showing the results of your processed registration.

- **STEP 15.** If the Registration Results screen does not reflect the courses for which you want to register, or the correct number of units for a course, select “Register for Sections” (at bottom of screen) which will return you to STEP 5 where you can enter the needed changes.

**Tip:** If you cannot resolve all registration problems during your current session (i.e., if the system keeps returning to the screen with the “Action” column), you can **remove the problem courses**, process the registration as is, and return later to register for the remaining courses when the problems are resolved (such as obtaining a PIN code for a restricted course).

- **STEP 16.** The Registration Results screen shows both courses you are currently taking and those for which you have registered for the coming term. If your registration for the coming term is correct, click on OK at the bottom of the screen to complete the web-based portion of registration.

- **STEP 17.** Do a final review of your registration by going to “My Schedule.”

- Click **Log out**. (If you don’t log out, your WebAdvisor account remains open for a substantial amount of time and anyone at your computer can make changes to your registration or view your academic, business and financial aid records.)

## **Contacting Instructors of Restricted Courses**

If the Course Schedule indicates that a course is restricted (see Restricted Courses) you will need to contact the instructor in order to receive a PIN code in order to register for the course.

During **Early Registration**, permission must be requested during the first week of the registration period in order to allow instructors to receive all requests before making their decisions. Instructors will notify students of admission (or lack of admission) into the class early in the second week, thus allowing several days for students to register for (or add) the restricted courses for which they have received PIN codes.

During **General Registration**, permission must be requested and received during registration week.

Most instructors prefer email requests. (Adjuncts or visiting faculty may be reachable only through email.) Email addresses are available on the GTU website, either under the Faculty section, or in the “Searchable Course Schedule” by clicking on the Faculty name field. If you need to contact a faculty member who does not have email, please use regular or campus mail.

Email messages should be brief and complete. Include the following information:

1. Subject Line: “Restricted Class Request”
2. Personal information: your name and email address
3. Academic information: your school [Common MAs should include GTU and the school of affiliation; for example, GTU/ABSW], degree program(s), and year in the program(s)
4. Course-related information: The course number, course title, and whether you wish to take the course for credit or as an auditor
5. Your reasons for wanting to take the course: Briefly include relevant previous coursework and/or experience, as well as any special interests and/or needs for taking the course. If a prerequisite is listed (e.g., “must have taken basic Greek course”), you will need to show how you meet the requirement (“took BS 1006 in Fall 2000”).

Inclusion of all of this information will improve your chances of being admitted to a restricted course.

## Registration Changes

Changes may be made to your registration anytime during the Early, General or Late Registration periods on WebAdvisor. Changes include dropping a course, adding a course, changing the grading option (letter grade to pass/fail, for example), changing from credit to audit, changing the number of units (for a variable unit course), etc.

After the Late Registration deadline, a paper Change of Enrollment form (available on-line and from your registrar) must be used. A single form may be used for more than one change. A faculty signature is required for all changes after Late Registration. A fee is also assessed for changes made after Late Registration. Check with your registrar and/or business office for the specific charges that apply to your school. Member schools have different policies on the deadline for dropping courses as well. See the Consortial Registration Policies for more information.

## Registering for a Special Reading Course

A Special Reading Course (SRC) enables you to study a topic that is not available via a regular or to upgrade a lower level course to a higher level course with additional work required.

Registering for a Special Reading Course (SRC) is a two step process:

- (1) Register for the SRC through WebAdvisor by entering SRC 9999, section 01, and the number of units. If you are enrolling for multiple SRC's enter the total number of units for all SRC's.
- (2) Submit an SRC form for each SRC to your registrar so that the correct instructor's name can be entered into the system. The forms are available in the office of your Registrar or online. There are separate forms for doctoral, MA, and the individual schools. All SRC forms must be signed by the instructor and include any other signatures required by your school. If this is not, you will not receive a grade for the course.

## Cross-Registration Procedures with the University of California-Berkeley and Mills College

Degree students of the GTU and its members schools, who are registered full time at the GTU or a member school, may take one course a semester at University of California- Berkeley (UCB) or Mills College (MC).

Cross Registration is a two step process:

(1) Register for the course through WebAdvisor by entering UCB 9000, section 01 (for any of the three institutions) and entering the correct units for the course. (If you are enrolling for multiple courses enter the total number of units for all cross registration courses.)

(2) Submit a Cross Registration form for the appropriate institution to the GTU Consortial Registrar's Office. Contact the Consortial Registrar for the deadlines for the Mill College. For the UCB deadline see the Registration Dates.

### Health Insurance:

**Resolving a Health Insurance Block:** If you receive a Health Insurance block notification when you try to register in WebAdvisor you need to do the following:

- Click on the "Health Insurance Selection" item in the "Financial Profile" section of WebAdvisor
- Click on the arrow next to "Health Insurance Choice"
- A drop down window with a list of options will appear: [Health insurance is available through Santa Clara University except for Jesuit students (see below).]
  - Non-Jesuits:
    - **S = Student health insurance:** If you will be enrolling in our health insurance, select S = Student health insurance. Your student account will be billed automatically for the costs. You must enroll in health insurance, separately (see below), after you have completed your course registration. See the note below regarding coverage for family members.\*
    - **W = Waived Out:** If you have your own insurance, select W = Waived Out. You must present waiver information to Mary Pettner in the JST business office, after you have completed your course registration.
    - **NA = Not Applicable:** If insurance does not apply to you (if you are taking fewer than 9 units and do not want the school's health insurance), select NA = Not Applicable.
  - Jesuits:
    - **W = Waived Out:** If you receive a health insurance block notification when you try to register, select W = Waived Out. You must present waiver information to Mary Pettner in the JST business office, after you have completed your course registration.
    - **Exception for International Jesuits and some American Jesuits:** All international Jesuits and some American Jesuits will be covered under the Graduate Theological Union's Kaiser Plan. American Jesuits: Check with our province and/or the Rector to see if you will be on Kaiser. All students in this group should not receive a health insurance block during registration since you have already been specially coded in the computer. However, if you do receive

the block, please contact Lorna McKeown, JST Assistant Academic Dean and Registrar ([lmckeown@jstb.edu](mailto:lmckeown@jstb.edu), [510] 549-5014).

**\*Family Coverage:** If you have a spouse and/or children whom you wish covered under this policy, please contact Mary Pettner ([mpettner@jstb.edu](mailto:mpettner@jstb.edu), [510] 549-5044) in the JST Business Office for the appropriate selection code in the drop-down menu.

**Health Insurance Enrollment:** Enrollment in the health insurance plan is a separate process, and must be done online.

- **Information:** A memorandum regarding this process is available from RoseMary Moore, JST Dean of Students ([rmoore@jstb.edu](mailto:rmoore@jstb.edu), [510] 549-5017). You can request a copy of the memorandum by writing to her.
- **Billing, Waivers, Enrollment:** Contact Mary Pettner if you have questions on billing, payment, waivers, etc.
- **Jesuits:** All international Jesuits and some American Jesuits will be on the Graduate Theological Union's Kaiser Plan . In addition to the memorandum from RoseMary Moore, more information is available from your Berkeley Jesuit Community.

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