



## REGISTRATION INFORMATION

*Extended Version*

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# Basic Registration Information

## COURSE IDENTIFICATION

GTU courses are grouped by fields of study, and are identified by a combination of letters and numbers. The letters refer to the field or field's subdivision, and the course number refers to the course level. The links on the list below will connect you to a description of the doctoral program in that field.

### Fields of Study

- Art and Religion
- Biblical Studies & Biblical Languages (BS)
- Christian Spirituality (SP)
- Cultural & Historical Studies of Religions (HR)
- Ethics and Social Theory (CE) (includes Christian Ethics and Religion and Society [RS])
- Field Education (FE)
- Functional Theology (FT)
- History (HS)
- Homiletics (HM)
- Interdisciplinary Studies (IDS)
- Liturgical Studies (LS)
- New Testament Studies (NT)
- Old Testament Studies (OT)
- Philosophy & Philosophy of Religion (PH)
- Philosophical Theology (PT)
- Religion and Psychology (PS)
- Religion and Society (RS)
- Systematic Theology
- Theology & Education (ED)
- Special Courses (See Additional Course Codes Section)

### Course Levels

- **0001-0999** - Dominican School of Philosophy and Theology BA courses
- **1000-1999** - Introductory courses which serve as a basic introduction to work in an area and have no prerequisites.
- **2000-3999** - Intermediate courses; primarily for Master's level students.
- **4000-4999** - Advanced courses for advanced Master's level and Doctoral level students.
- **5000-5999** - Doctoral courses which may be open to advanced Master's level students with the written permission of Faculty.
- **6000-6999** - Doctoral courses which are only open to Ph.D./Th.D. students

## **Additional Course Codes**

Other codes are used for Special Reading Courses, administrative HELP messages from the Consortial Registrar's Office, and various non-course designations related to a particular degree program (DR6001 – Preparation for Comprehensive Exams, for example). For details of the degree-program related courses, please check the requirements of your specific program. All these other codes do appear in the Course Schedule, along with their descriptions under “special courses.”

- **HELP** – Administrative messages from the Consortial Registrar's Office
- **MDV** – Master of Divinity
- **STD** – Doctor of Sacred Theology (JSTB only)
- **SRC** – Special Reading Course
- **UCB** - Used in Web Registration for courses taken at UC-Berkeley or Mills College

## **CLASSROOM LOCATIONS**

Courses are taught in the classrooms of the various schools of the consortium – and not always at the school where the instructor is located. The course schedule uses the following codes:

- **ABSW** - 2606 Dwight Way, Berkeley
- **CDSP** - 2451 Ridge Road, Berkeley
- **DSPT**- 2301 Vine Street, Berkeley
- **FLHL** - Flora Lamson Hewlett Library at 2400 Ridge Road, Berkeley
- **FST** - 1712 Euclid Avenue, Berkeley
- **GTU** - HEDCO Seminar Room; 2nd floor at 2465 LeConte Avenue, Berkeley
- **IBS** - 2140 Durant Avenue, Berkeley
- **ISS** - Institute of Salesian Studies at 1831 Arch Street, Berkeley
- **JSTB** - 1735 LeRoy Avenue, Berkeley
- **MUDD** - PSR classroom building at 1798 Scenic Avenue, Berkeley
- **PAOI** - 2311 Hearst Avenue, Berkeley
- **PLTS** - 2770 Marin Avenue, Berkeley
- **PSR** - Rooms in the PSR Chapel & Administration buildings
- **PRRY** - St. Albert's Priory, 5890 Birch Court, Oakland
- **SFC** - Liturgy in Santa Fe Center, Trinity United Methodist Church, 2320 Dana, Berkeley
- **SFTS** - 105 Seminary Road, San Anselmo
- **SKSM** - 2441 LeConte Avenue, Berkeley

Need to know where to find these schools and/or buildings? Check out these simple maps of the GTU campus and of the area.

## **COURSE RESTRICTIONS**

Many instructors place restrictions on their courses, such as "30 max enrollment," "Auditors excluded," or "Interview required." Restrictions are noted in the brackets [ ] at the end of the course description.

### **General Restrictions**

**[HS 1050] or [Basic Greek] or [basic homiletics course required]**

Prerequisite is required before taking this class

**[Auditors excluded]** Class cannot be audited

### **Restrictions Requiring Faculty Permission**

The following restrictions require faculty permission. Students must contact the course instruction to receive a PIN code in order to register for the course.

**[30 max enrollment]** Number of students allowed in class.

**[HS1050: 30 max enrollment]** Combination of a prerequisite & limited enrollment restriction requires student to get a PIN code.

**[Faculty permission required]** Student must contact instructor for permission to register for the course.

**[Interview required]** Student must contact instructor for interview.

**The following restriction is an exception to the PIN code requirement.**

**[Auditors with permission of Faculty]** Student must contact instructor for permission to audit, but does not need PIN code in order to register. *However, instructors may drop from their courses any auditing student who did not receive permission to do so.*

See Registration Procedures for the specific procedure for securing the instructor's permission.

## **SPECIAL READING COURSES**

A Special Reading Course (SRC) allows a student to work with an instructor on a topic that is not available via the regular course schedule or to upgrade a lower level course to a higher level course with additional work required. The student and the instructor must agree on the details of the course (meeting times, readings, papers, projects, exams, etc.). Registration for an SRC is a two step process: 1) entering the SRC into your WebAdvisor

registration and 2) submitting a completed SRC form to your registrar. There are separate forms for doctoral students, Common MA students, and students of the member schools. See the SRC Procedures for more details. Check with your registrar for specific details.

## **REGISTRATION PERIODS**

Registration takes place at three different times for each term: twice prior to the beginning of each term and a third period after the term begins (which carries a financial penalty).

**Early Registration** lasts two weeks. You must request permission to be admitted to a restricted course during the first week. Instructors will make their decisions and will send PIN codes to those students admitted, or inform those students not admitted, early in the second week. During the second week students admitted to restricted courses will register for those courses. Instructors are not obligated to accept additional requests after the end of the first week. After Early Registration the next opportunity to register for courses is during General Registration and students may seek permission to register for restricted courses at that time.

**General Registration** takes place during the week immediately before each semester and from the first day of Intersession through the Tuesday of the last week of Intersession. It is designed for incoming students who missed Early Registration as well as all continuing students who need to correct an error in their registration, change their schedule, or add a course.

The Course Schedule Addendum for each semester is available two weeks prior to General Registration. It includes changes made as the result of Early Registration (cancellations or closed limited enrollment courses) as well as new courses, and changes made to the original course description. The online Searchable Course Schedule is updated in real time as the Consortial Registrar enters changes, and thus is the most up-to-date information regarding courses at the GTU.

A **Late Registration** fee will be assessed for registrations filed after General Registration (the amount of the fee is set by each member school). No registrations will be accepted after the second week of the term except by petition to the Dean of your school. After the Late Registration deadline registrations and changes in enrollment are not submitted via WebAdvisor, but rather using paper forms. Students who registered during Early or General Registration but wish to make changes after Registration has closed (add or drop courses, change their grading option, change the number of units, etc.) will be charged a "Change in Enrollment Fee" for EACH change.

Check your Schedule in WebAdvisor after submitting a paper Change in Enrollment form to make sure your registration is correct. If the notation "HELP" appears as a course number on your schedule it indicates a problem; see your registrar.

## **CANCELLED COURSES**

Occasionally, courses may be cancelled due to insufficient enrollment or other circumstances. The GTU participating schools assume no liability for such cancellations.

## **UCB CROSS REGISTRATION**

Full-time students in a GTU or member school DEGREE program are allowed to cross-register for courses offered at the University of California – Berkeley, subject to certain conditions. Certificate, Special, and unclassified students may not cross-register at UCB. The conditions for cross-registration are detailed in the GTU-UCB Cross Registration Agreement, which you should read carefully if you are interested in taking courses at UCB. There are no additional fees for cross-registration.

A searchable schedule of UCB courses is available online at <http://schedule.berkeley.edu/>.

Once you have decided to register for a course at UCB, please follow the procedures for Cross-Registration at UCB.

**Note: UCB operates on a different academic calendar than the GTU.** Generally, UCB starts their fall term one week earlier than the GTU in August, and begins their spring term in mid-January.

## **WebAdvisor Access for GTU Community**

**Web Advisor is available online at <http://colleague.gtu.edu>**

*Note:* 128-bit cipher strength encryption required. If you encounter problems with WebAdvisor, please contact your school's registrar. If you are using a Mac, access to WebAdvisor is available with Netscape, but not Internet Explorer.

### ***Student Access***

Student WebAdvisor allows current students to register for courses and view their personal, business, financial aid, and academic information.

A password is required to access WebAdvisor; contact your school's registrar if you have not already received one.

### ***Blackboard***

Blackboard is a course management system that enables instructors to manage course content via the internet. Discussion forums, e-mail, grades, and other content can be managed using this system. Your WebAdvisor login and password is also your Blackboard login and password. For more information, see the GTU Library Blackboard information page.

# Registration Procedures

- 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.

If you wish to register for more or less than a full-time load, check your school’s policies.

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**

### **To Register:**

- 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. To remove a Health Insurance Block see “Resolving a Health Insurance Blocks,” below, for detailed instructions. Return to the “**Menu.**”
- STEP 3. If you have no blocks and are taking no restricted courses skip STEP 4 and 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.)

## Restricted Courses and PIN Codes

Many instructors place restrictions on their courses, such as “30 max enrollment,” “Auditors excluded,” or “Interview required.” Restrictions are noted in the brackets [ ] at the end of a course description.

**The following Restrictions require Faculty Permission** – Student must contact course instructor to receive PIN code:

[30 max enrollment]	Number of students allowed in class.
[HS1050; 30 max enrollment]	Combination of a prerequisite & restricted enrollment
[Faculty permission required]	Student must contact instructor for permission to register for the course.
[Interview required]	Student must contact instructor for interview.
[Auditors excluded]	Class cannot be audited.

**The following Restriction is an exception to the PIN code requirement:**

[Auditors with permission of Faculty] Student must contact instructor for permission to audit, but does not need PIN code in order to register. However, instructors may drop from their courses any auditing student who did not receive their permission to do so.

## **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.

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.

"SRC 9999 01" is not a viable course and cannot be graded until your registrar has entered the instructor's name into your SRC registration. All SRC forms must be signed by the instructor and include any other signatures required by your school. If this is not done, 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.

More information is available on UCB cross-registration and Mills cross-registration.

### 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.

## Address Changes

It is critical that we have accurate, up-to-date, and complete information on each of our students, especially contact information like mailing address, phone number, and e-mail address.

If you have moved, changed your phone number or changed your e-mail address, please e-mail these changes to the Consortial Registrar's Office (for doctoral and common MA students) at [cro@gtu.edu](mailto:cro@gtu.edu) or to your registrar.

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L. McKeown

Revised 08/19/2010

*[Everyone\Web Registration Instructions\General JSTB-from-GTU Registration Info.doc]*