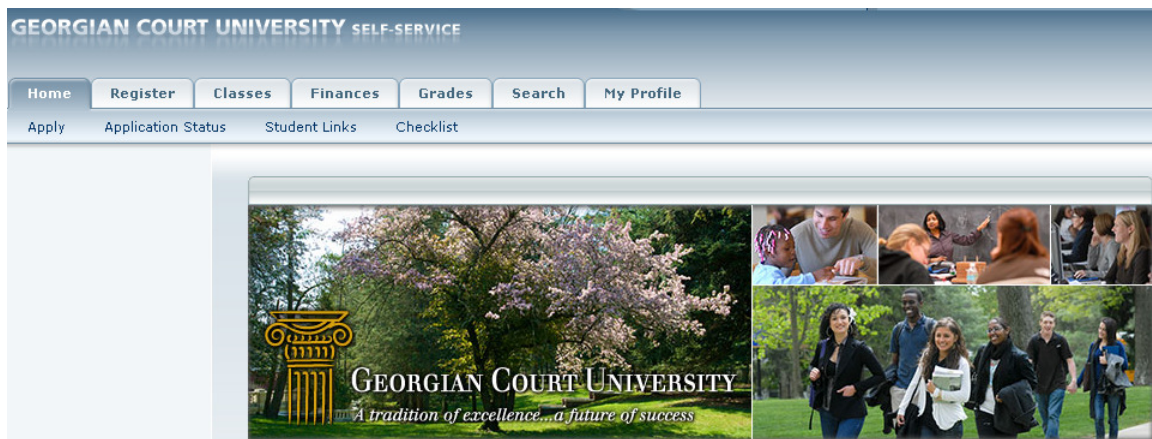


Georgian Court University Self-Service



Student Manual

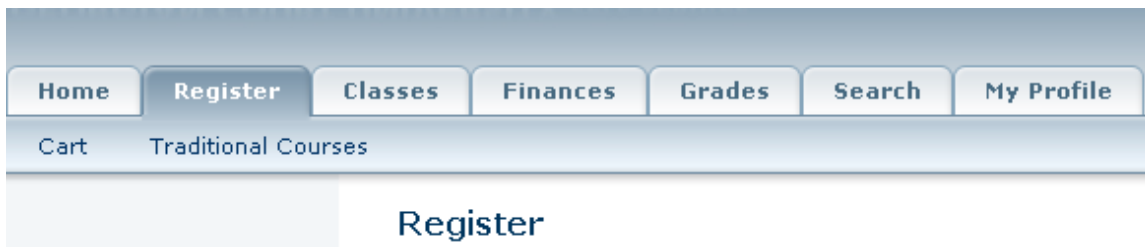
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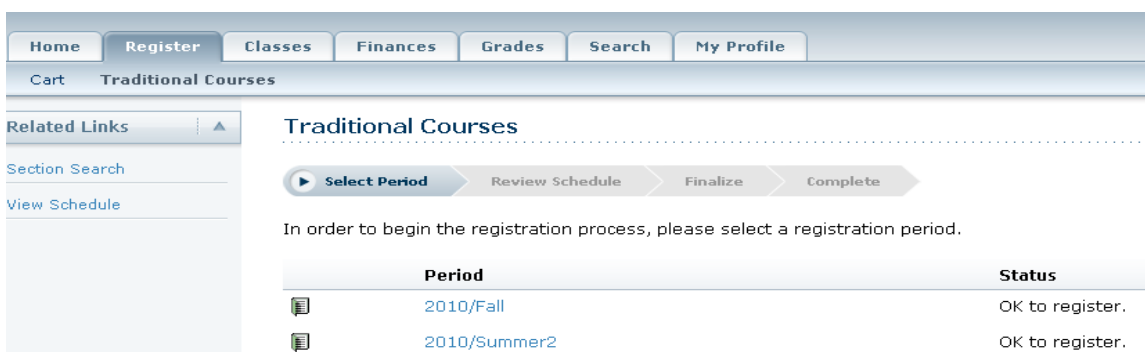
HOW TO REGISTER FOR CLASSES

To register for traditional courses within a specified academic period.

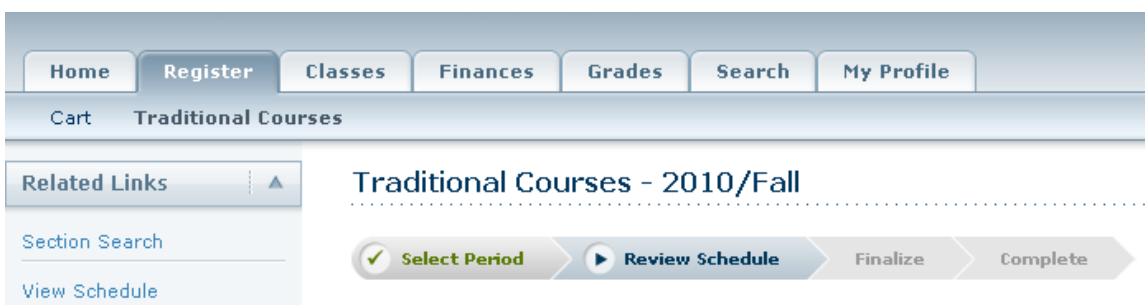
1. Select the **Register** tab



2. Select the **Traditional Courses** menu item



3. Select the **Period** for which you want to register.
 - If the status for the period is **Ok to register**, select the **Period** and continue with the registration process.
 - If the status for the period is **NOT Ok to register**, you are not authorized to register for the **period** at this time. You can contact your advisor for more information



4. Find the course(s) you want to take and add them to your cart. Refer to the instructions for **Finding Your Course Sections**.

Section Search

When searching, enter only **Alphanumeric** characters for the Course Code

Found **48** results for Keywords = 'Math' and Registration Type = 'Traditional' and Period = '2010 Fall'. [Back to Registration](#)

Showing 1 - 10 of 48

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Business Statistics & Probability BU221+/Hybrid/12	8/30/2010 - 10/22/2010	2010 Fall 7.5WEEK1SESS	3.00		M 7:00 PM - 9:35 PM; Location to be announced	Dr. Bertram Okpokwasili	22 of 25

6. Find the courses you would like to take and add them to your cart.

Course Added [Hide](#)

Course **CH113*/Lecture/12** was added to your shopping cart for period **2010/FALL/Main Session**.

[View Cart](#) [Proceed to Registration](#)

6. To verify your list of courses in your cart, hit

2010/Fall [Empty Cart](#) [Add Section](#) [View Schedule](#) [Register](#)

Session - Main Session [Delete Session](#)

Course	Date	Credits	Credit Type	Schedule	Instructor
General Chemistry I CH113*/Lecture/12	8/30/2010 - 12/21/2010	4.00	Grade - UG	TR 7:00 PM - 8:50 PM; GCU, Arts & Science Center, Room 226	Dr. Parvathi Murthy

[View Cart](#) [Remove](#)

7. Review your schedule.

Cart

2010/Fall Empty Cart Add Section View Schedule Register

Session - Main Sess

Course
General Chemistry I
CH113*/Lecture/12

PowerCAMPUS SELF-SERVICE

2010/Fall

Class Schedule - 2010 / FALL

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11:00 am	PE300 Laboratory/01	SW203+ Lecture/01	PE300 Laboratory/01	SW203+ Lecture/01			
12:00 pm							

Select Period
 Review Schedule
 Finalize
 Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
ManagerialAccounting - AC271+ /Lecture /12	8/30/2010 - 12/21/2010	Main Session	3.00	Grade - UG	W, 7:00 PM - 9:35 PM	Location to be announced		Registered
General Chemistry I - CH113* /Lecture /12	8/30/2010 - 12/21/2010	Main Session	4.00	Grade - UG	TR, 7:00 PM - 8:50 PM	Georgian Court University, Arts & Science Center, Room 226		Registered
Intro Social Welfare - SW203+ /Lecture /01	8/30/2010 - 12/21/2010	Main Session	3.00	Grade - UG	TR, 11:00 AM - 12:15 PM	Location to be announced		Registered
Tai Chi - PE300 /Laboratory /01	10/25/2010 - 12/21/2010	7.5WEEK2SESS	1.00	Grade - PF	MW, 11:00 AM - 12:15 PM	Location to be announced		Registered

New Charges/Credits:

2010/Fall	Day Part Time Tuition	\$6,270.00	View Statement Payment Due: \$6,836.85
2010/Fall	NJ Sales Tax-Parking	\$10.85	
2010/Fall	Part Time Day General Fee	\$206.00	
2010/Fall	PT Technology Fee	\$105.00	
2010/Fall	Parking Tag Fee-Commuter	\$155.00	
2010/Fall	CH113* ; - UG-Course Fee	\$90.00	
	Total:	\$6,836.85	

Previous
Next

8. After your review, go to

Next

9. Congratulations, you are registered!

The screenshot shows a web application interface for registration. At the top, there is a navigation bar with tabs for Home, Register, Classes, Finances, Grades, Search, and My Profile. Below this is a sub-navigation bar with Cart and Traditional Courses. On the left, there is a sidebar with 'Related Links' and 'Action Search'. The main content area is titled 'Traditional Courses - 2010/Fall' and features a progress bar with four steps: 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. The 'Select Period' step is highlighted with a green checkmark. Below the progress bar, the text reads 'Congratulations! You have completed your Registration for: 2010/Fall'. There is a 'View Statement' link on the right. At the bottom, there are two links: 'Modify your schedule for 2010/Fall' and 'Select another Registration Period'.

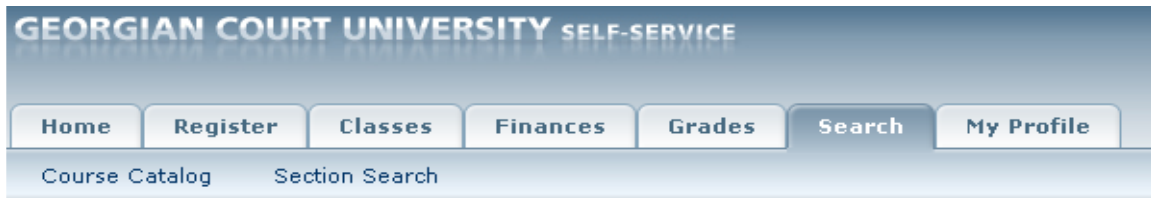
Summary:

1. Select the **Register** tab.
2. Select the **Traditional Courses** menu item.
3. Select the **Period** for which you want to register.
 - If the status for the period is **Ok to register**, select the **Period** and continue with the registration process.
 - If the status for the period is **NOT Ok to register**, you are not authorized to register for the **period** at this time. You can contact your advisor for more information.
4. Find the courses you want to take and add them to your cart. Refer to the instructions for **Finding Your Course Sections**.
5. Follow the instructions for **Verifying the List of Courses in your Cart**.
6. See how your schedule looks. Refer to the instructions for **Checking Your Class Schedule**.
7. Pay for your courses. Refer to the instructions for **Registering for the Courses in Your Cart**.

REQUEST PERMISSION

For courses that require instructor permission, such as Applied Music and Student Teaching, you can request and receive permission through Self-Service.

1. From the **Search Section**, once course is added to your cart
(For example: MU101)



2. Select **Request Permission** (do not select Proceed to Registration if you need to request permission for a course)

Section Search

Found 20 results for Course Code = 'MU101'.

Course Added	Schedule	Instructors	Available Seats
Course MU101/Laboratory/01 was added to your shopping cart for period 2010/FALL/Main Session . <input type="button" value="View Cart"/> <input type="button" value="Proceed to Registration"/> <input type="button" value="Request Permission"/>	TBA 12:00 AM - 12:00 AM; Location to be announced	Dr. Faculty Test	8 of 8

3. On the request permission window, view the list of prerequisites for the course. In the comments field, specify why you want to take the course

Request Permission

To request permission for MU101/Laboratory/01, please enter a comment and select **Submit**.

Prerequisites:
(Instructor Permission Required from Dr. Faculty Test)

Send to: Dr. Faculty Test

Comment:

4. Select **Send Request** to send your request to the instructor.
Once Permission is granted you will be able to register for the class.

Summary:

1. From the **Section Search** screen, once course is added to your cart.
(For example: MU101)
2. **Select Request Permission** (Do not select **Proceed to Registration** if you need to request permission for a course).
3. On the request permission window, view the list of prerequisites for the course.
4. In the comments field, specify why you want to take the course.
5. Select **Send Request** to send your request to the instructor.
6. Once Permission is granted you will be able to register for the class.

VIEWING YOUR CLASS SCHEDULE

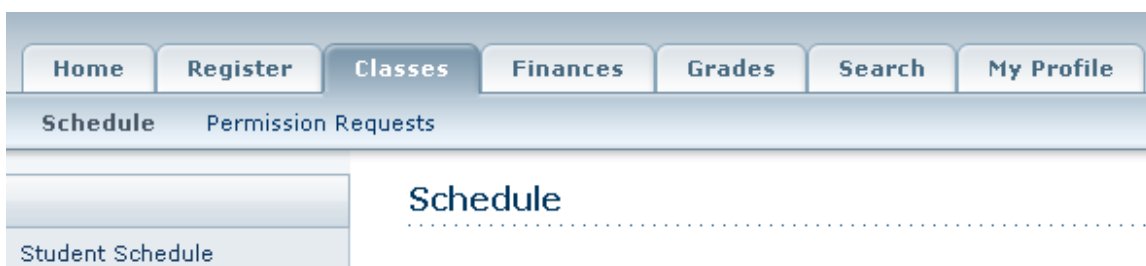
Once your courses have been chosen, this allows you to review your schedule.

1. Under **Classes** tab, review the list of courses you have added to your cart and the associated fees.



2. To view your course schedule, follow these steps:

- Select **Schedule** menu item, **Student Schedule** option



- Under the **Option** menu to the left, specify whether you want to view your schedule in a **Text** list or on a calendar **Grid**:



- **Grid** shows your courses on a calendar for the week, so you clearly see when each course is scheduled. For each course meeting, the grid will display the course number, building name and room number.
 - Online courses will not appear on the grid.
 - If you are not taking any courses for Saturday or Sunday, select **Hide Weekend** to remove the weekend columns from the grid.
 - To view details for one day, select that day of the week. For example, to view your course schedule for Wednesday, you would select Wednesday on the calendar grid.

Student Schedule

Class Schedule - 2010 / FALL							Hide Weekend
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0:00 am							
11:00 am	PE300 Laboratory/01	SW203+ Lecture/01	PE300 Laboratory/01	SW203+ Lecture/01			
12:00 pm							

- **Text** list displays all the course details, including the course title and instructors name.

The screenshot shows a web interface with navigation tabs: Home, Register, Classes, Finances, Grades, Search, and My Profile. Below these are 'Schedule' and 'Permission Requests' options. The 'Student Schedule' section is active, displaying 'Traditional 2004/Fall/Main Session' and 'Registered Courses'. A list of courses is shown: 'SP105*/Lecture/12 - Beginning Everyday Spanish I' with 3.00 credits, UG grade, and a schedule of 7:00 PM - 9:35 PM at GCU, Mercedes, Room 100. The instructor is Sister Mary Catharine Sullivan RSM. On the left, there are controls for 'Options' (Text selected, Grid available) and 'Period' (2004/Fall selected).

If you are viewing your schedule in a text list, the system will display different information for the various types of courses on your schedule:

Registered courses: course title, instructor's name, number of credits, duration, schedule, and location. A summary of the total number of registered courses and credits will also be displayed, along with your program, advisor, class level, and full or part time status

Waitlisted, Pending Courses: course title, instructor's name, number of credits, duration, schedule, location, and instructor permission status (if the course has a pre requisite of instructor permission)

Courses in Shopping Cart: course title, instructor's name, number of credits, duration, schedule, location, and instructor permission status. To locate additional information about a course, select the course title

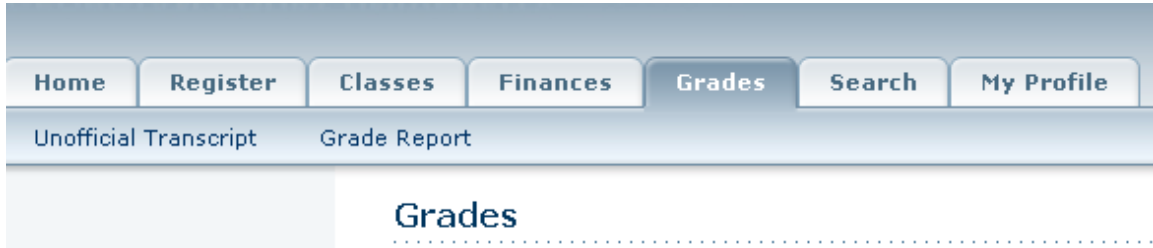
Summary:

1. Under **Classes** tab, review the list of courses you have added to your cart and the associated fees
2. To see how your courses look on your course schedule, follow these steps:
 - Select **Schedule** menu item.
 - Select the **Student Schedule** option.
 - Choose **text** or **grid**.
 - Choose these viewing options:
 - ✓ Courses in cart
 - ✓ Waitlisted Courses
 - ✓ Con Ed Courses
 - Select **Submit**.
 - When you are ready to continue with the registration process, select the **Registration** tab and then the **Traditional Courses** menu item.
3. If the schedule is **NOT** correct, make the necessary changes to your schedule.

VIEWING UNOFFICIAL TRANSCRIPTS

Students can view and print their unofficial transcripts using Self-Service.

1. Select the **Grades** tab.



2. Select the **Unofficial Transcript** menu tab.



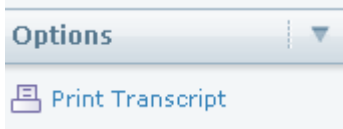
3. To view your unofficial transcript, sorted by academic year and term. Name, program and cumulative GPA will appear at the top of the unofficial transcript. Scroll down to the bottom to view overall credits.

Unofficial Transcript

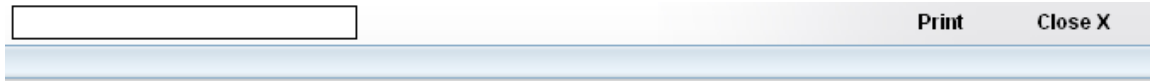
Here is your unofficial transcript, sorted by academic year and term.

Unofficial Transcript		
Georgian Court University Office of the Registrar 900 Lakewood Ave., Lakewood, NJ 08701-2697		
Name: <input style="width: 80%;" type="text"/>	DOB: <input style="width: 40%;" type="text"/>	
Program/Degree/Curriculum: Undergraduate/Bach.of Social Work/Social Work Undergraduate/Bachelor of Science/Business Administration	Degree Awarded: No Degree Awarded Yet No Degree Awarded Yet	Date Granted:
Honors:	Cumulative GPA: 3.75	

4. To print a copy of the unofficial transcript, scroll back to the top of the screen, select **Print Transcript** under **Options** on left side navigation bar



5. A new screen will pop up. This is your printer friendly version.
6. Select **Print**
To close the pop-up, select **Close X** or click on the red X on the pop up screen.



Here is your unofficial transcript, sorted by academic year and term.

Unofficial Transcript
Georgian Court University
Office of the Registrar
900 Lakewood Ave., Lakewood, NJ 08701-2697

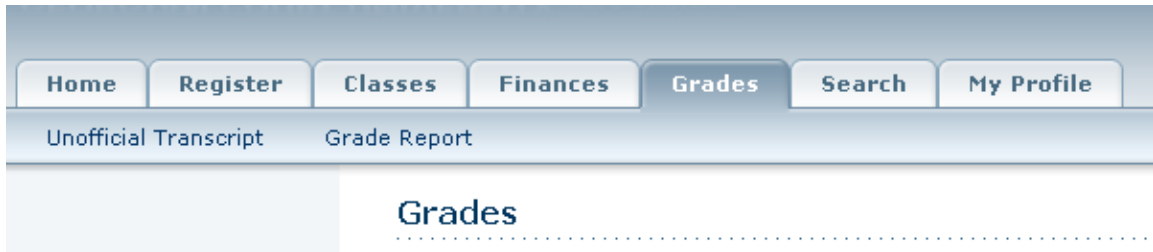
Summary:

1. Select the **Grades** tab.
2. Select the **Unofficial Transcript** menu tab.
3. This is how to view your unofficial transcript, sorted by academic year and term. Name, program and cumulative **GPA** will appear at the top of the unofficial transcript. Scroll down to the bottom to view overall credits.
4. To print a copy of the unofficial transcript, scroll back to the top of the screen, select **Print Transcript** under Options on left side navigation bar.
5. A new screen will pop up. This is your printer friendly version of the unofficial transcript.
6. Select **Print** at the top right corner of the pop up. You can close the pop up by selecting **CloseX** or clicking the red **X** on the pop up screen.

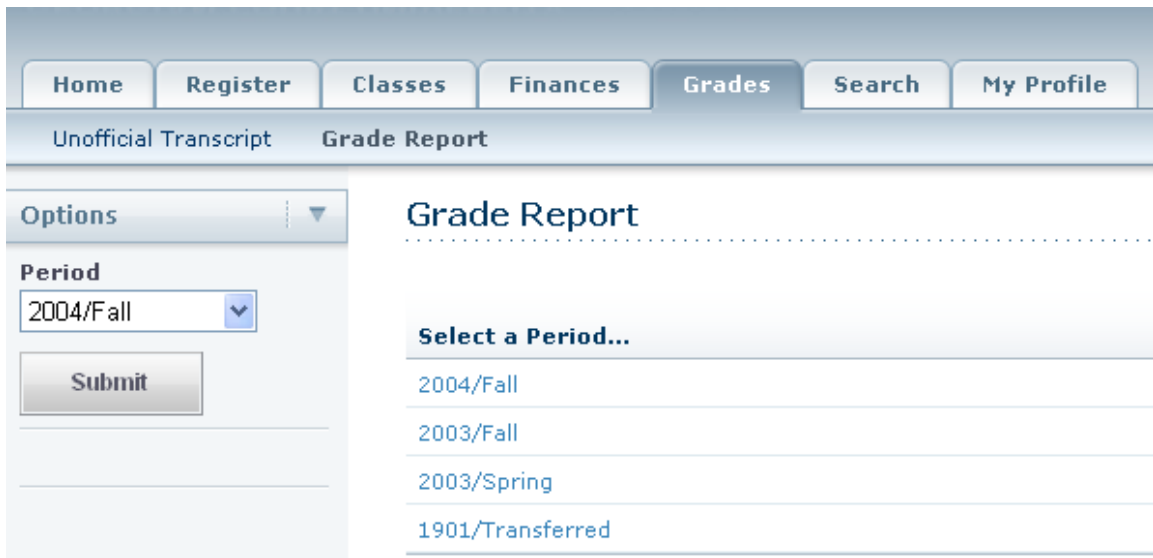
VIEWING GRADE REPORT

Students can view and print their grade reports using Self-Service

1. Select the **Grades** tab.



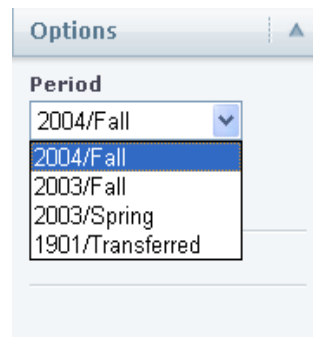
2. Select the **Grade Report** menu tab.



3. Select a **Period** from which you would like to view your grades; click on the middle of the screen form **Select a Period** or from the side-bar **Period** drop-down menu found under **Options**.



OR



- To print a copy of the grade report, select **Print Report** under **Options** on the left side of the navigation bar.

 **Print Report**



Session	Course	Name	Credits	Quality Points	Projected Grade	Final Grade
Main Session	SP105*; Lecture 12	Beginning Everyday Spanish I	3.00	0.00	--	W

- A new screen will pop-up. This is the printer friendly version of the grade report. Select **Print** at the top right corner of the pop-up. You can close the pop-up by selecting **CloseX** or clicking the red **X** on the pop-up screen



Grade Report for 2004/Fall

Georgian Court University
 900 Lakewood Ave.
 Lakewood, New Jersey 08701-2697

Transcript Sequence 001

- Repeat all steps for each section you wish to view or print by using the drop down menu on the left navigation bar, or using the back arrows on your internet browser window.

Summary:

- Select the **Grades** tab.
- Select the **Grade Report** menu tab
- Select a **Period** which you want to view grades for by either: Clicking a link in the middle of the screen to the period you want to view or selecting the period from the Period drop down menu under **Options** on the left navigation bar and click **Submit**.
- To print a copy of the grade report, select **Print Report** under **Options** on left side navigation bar.
- A new screen will pop up. This is your printer friendly version of the grade report. Select **Print** at the top right corner of the pop up. You can close the pop up by selecting **CloseX** or clicking the red **X** on the pop up screen.
- Repeat all steps for each section you wish to view or print by using the drop down menu on the left navigation bar, or using the back arrows on your internet browser window.



SEARCH

Looking for something? Use the “**SEARCH**” tab to search the catalog and course sections. This tab will also provide information regarding registration, view Service Learning, and provide BookLook information.

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search

Search

You can search for courses in the course catalog or search for available course sections for a specified year, term, and session.

[Special Procedures/Downloadable Forms](#)
[Summer 2010 Registration Information](#)
[Fall 2010 Registration Information](#)

View or Print all course sections/BookLook Info

[Summer 2010](#)
[Fall 2010](#)
[Spring 2010](#)

View or Print Service Learning sections:

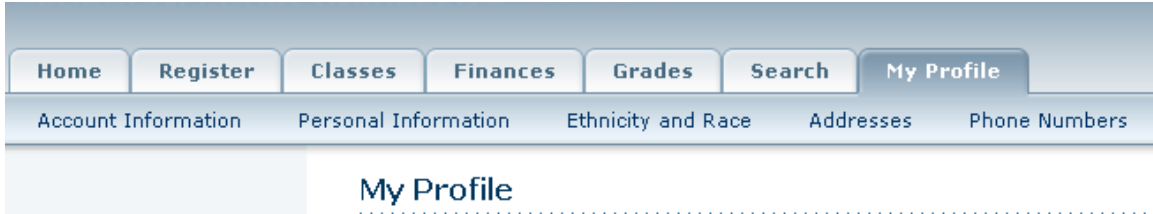
[Fall 2010](#)
[Summer 2010](#)

[Courses that fulfill the new General Education Requirements.](#)
[Course Prefixes to be used when searching](#)
[Important Section Number Information](#)

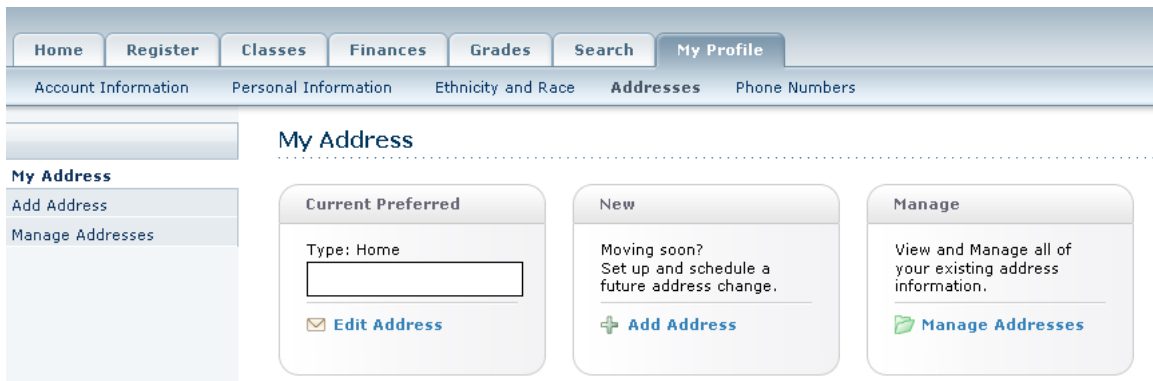
UPDATING YOUR ADDRESS INFORMATION

This will allow you to make changes to your address

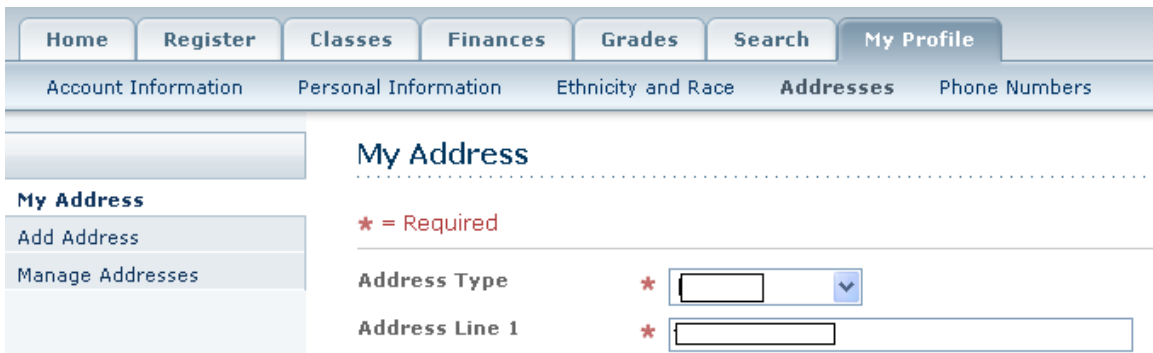
1. Select the **My Profile** tab.



2. Select the **Addresses** menu tab.
 - To change an address, select edit **My Addresses, Edit Address**.
 - To view an address change request, select **Manage Addresses**



3. Complete all required information. **SAVE**



Summary

1. Select the **My Profile** tab.
2. Select the **Addresses** menu tab.
 - To change an address, select edit **My Addresses, Edit Address.**
 - To view an address change request, select **Manage Addresses.**
3. Fill out the necessary information in the required fields.
4. Save.

KEEP YOUR INFORMATION SECURE



Please log out of your session each time you use Self-Service. The Self-Service system has security features in place that keep your information safe from others. However, if you leave your session open, or leave your user ID and password out in a public space, anyone can access your records.



QUESTIONS/CONCERNS/PROBLEMS

For general assistance, please contact the Office of the Registrar on 732/987-2297 or registrar@georgian.edu. If you require a network password reset, please contact the IT Help Desk on 732/987-2222 or helpdesk@georgian.edu.