

# Georgian Court University Self-Service



## Student Quick Reference

## 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 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 **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 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 GRADING 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** 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**.
4. To print a copy of the grade report, select **Print Report** under Options on left side navigation bar.
5. 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.

6. 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.

## 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. 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.



**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.

## 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. Fill out the necessary information in the required fields.
4. Save.