



GRADUATE THEOLOGICAL UNION

Where religion meets the world

Registration Information & Instructions

2010-2011

2400 Ridge Road
Berkeley, California 94709
(510) 649-2400

Summer 2010
Fall 2010
Intersession 2011
Spring 2011

GTU MEMBER SCHOOLS

| | | |
|----------------|---|--|
| ABSW | American Baptist Seminary of the West 2606 Dwight Way, Berkeley CA 94704-3029 Paul Martin, President LeAnn Flesher, Dean of Faculty | (510) 841-1905 <i>fax (510) 841-2446</i> pmartin@absw.edu lflesher@absw.edu |
| CDSP | Church Divinity School of the Pacific 2451 Ridge Road, Berkeley CA 94709-1217 Donn F. Morgan, President Linda Clader, Academic Dean | (510) 204-0700 or 1-800-353-2377 <i>fax (510) 644-0712</i> dmorgan@cdsp.edu lclader@cdsp.edu |
| DSPT | Dominican School of Philosophy and Theology 2301 Vine St., Berkeley, CA 94708 Michael Sweeney, OP, President Chris Renz, OP, Academic Dean | (510) 849-2030 <i>fax (510) 849-1372</i> msweeney@dspt.edu crenz@dspt.edu |
| FST | Franciscan School of Theology 1712 Euclid Avenue, Berkeley CA 94709-1208 Mario DiCicco, OFM, President Richard S. Gula, SS, Acting Dean | (510) 848-5232 <i>fax (510) 549-9466</i> mdiccico@fst.edu rgula@fst.edu |
| GTU | Graduate Theological Union 2400 Ridge Road, Berkeley CA 94709-1212 Ridge Road 3 rd floor Le Conte Building 3 rd floor James A. Donahue, President Arthur Holder, Dean | (510) 649-2400 <i>fax (510) 649-1417</i> <i>fax (510) 649-1730</i> idonahue@gtu.edu aholder@gtu.edu |
| JST-SCU | Jesuit School of Theology of Santa Clara University 1735 LeRoy Avenue, Berkeley CA 94709-1193 Kevin Burke, SJ, Executive Dean Bruce Lescher, Associate Academic Dean | (510) 549-5000 <i>fax (510) 841-8536</i> kburke@jstb.edu blescher@jstb.edu |
| PLTS | Pacific Lutheran Theological Seminary 2770 Marin Avenue, Berkeley CA 94708-1597 Phyllis Anderson, President Michael Aune, Dean of the Faculty | (510) 524-5264 <i>fax (510) 524-2408</i> panderson@plts.edu maune@plts.edu |
| PSR | Pacific School of Religion 1798 Scenic Avenue, Berkeley CA 94709-1323 William McKinney, President Mary Tolbert, Dean & VP for Academic Affairs | (510) 849-8200 <i>fax (510) 845-8948</i> wmckinney@psr.edu mtolbert@psr.edu |
| SFTS | San Francisco Theological Seminary 105 Seminary Road, San Anselmo CA 94960-2905 Faculty fax number Laird Stuart, Interim President Elizabeth Liebert, Dean | (415) 451-2800 <i>fax (415) 451-2851</i> eliebert@sfts.edu |
| SKSM | Starr King School for the Ministry 2441 LeConte Avenue, Berkeley CA 94709-1209 Rebecca Parker, President Dorsey Blake, Dean of Faculty | (510) 845-6232 <i>fax (510) 845-6273</i> rparker@sksm.edu dblake@sksm.edu |

GTU ACADEMIC CENTERS & PROGRAMS

- CIS** **Center for Islamic Studies** (510) 649-2562
Mail: 2400 Ridge Road, Berkeley, CA 94709-1212 fax (510) 649-1730
Location: Annex: 2452 Virginia Street, Berkeley Islam@gtu.edu
Munir Jiwa, Director mjiwa@gtu.edu
Som Pourfarzaneh, Assistant cis@gtu.edu
- CJS** **Richard S. Dinner Center for Jewish Studies** (510) 649-2482
Mail: 2400 Ridge Road, Berkeley, CA 94709-1212 fax (510) 649-1730
Location: 2465 Le Conte Avenue (2nd Floor), Berkeley cjs@gtu.edu
Naomi Seidman, Director naomi@gtu.edu
Deborah Cohen, Office Manager & Program Coordinator cjs@gtu.edu
- CSRC** **Center for the Study of Religion and Culture**
Christopher Ocker, Co-Director ocker@sfts.edu
Susanna Elm, Co-Director
- WSR** **Women's Studies in Religion** wsr@ses.gtu.edu
Mail: 2400 Ridge Rd, Berkeley, CA 94709
Program Director: Melissa James
Faculty Chairperson: Margaret McManus, ABSW

GTU AFFILIATES & INSTITUTES

- CARE** **Center for Arts, Religion and Education**
Mail: 2400 Ridge Road, Berkeley CA 94709-1212
Joan Carter, President (415) 971-0171
Carin Jacobs, Director care-gtu@comcast.net
- CTNS** **Center for Theology and the Natural Sciences** (510) 848-8152
Mail: 2400 Ridge Road, Berkeley CA 94709-1212 fax (510) 848-2535
Location: Annex: 2452 Virginia Street, Berkeley ctnsinfo@ctns.org
Robert Russell, Founder and Executive Director rrussell@ctns.org
Melissa Moritz, Administrative Associate melissam@ctns.org
Theology and Science Journal (510) 848-8152
Joshua Moritz, Managing Editor Theology-science@ctns.org
Science and Theology Advanced Research Series (STARS) (510) 649-2490
Robert Russell, STARS Program Director fax (510) 848-2535
 ctns-stars@ctns.org
- IBS** **Institute of Buddhist Studies** (510) 809-1444
2140 Durant Avenue, Berkeley CA 94704-1589 fax (510) 809-1443
Bishop Koshin Ogui, President
Dr. Richard Payne, Dean rkpayne1@mac.com
Rev. David Matsumoto, Director drmatsumoto@shin-ibs.edu
Kumi Sawada Hadler, Administrative Director & Registrar kumi@shin-ibs.edu
- NCB** **New College Berkeley** (510) 841-9386
2029 Durant Avenue, Berkeley CA 94704 fax (510) 841-9776
Susan Phillips, Director newcollege@aol.com

PAOI **Patriarch Athenagoras Orthodox Institute** (510) 649-3450
2311 Hearst Avenue, Berkeley CA 94704 *fax (510) 841-6605*
Phillip Economopoulos, Chairman of the Board of Directors
Metropolitan Nikitas, Director
William Zimmerman, Administrative Manager paoi@ses.gtu.edu

SAT **SAT Sabbatical: School of Applied Theology** (510) 652-1651
Mail: 2400 Ridge Road, Berkeley CA 94709-1212
Location: 5890 Birch Court, Oakland, CA 94618-1626 *fax (510) 420-0542*
Stan Sobczyk, FSC, President satpres@aol.com
Maureen-Therese McGroddy, RSHM, Dean of Students satgtu@aol.com

INSTITUTIONS WITH CROSS-REGISTRATION AGREEMENTS WITH GTU

HNU **Holy Names University** (510) 436-1000
3500 Mountain Boulevard, Oakland CA 94619 *fax (510) 436-1199*
Sr. Rosemarie Nassif, President presidentnassif@hnu.edu
David Fike, Academic Vice President fike@hnu.edu
Sophia Center at Holy Names University (510) 436-1046
3500 Mountain Boulevard, Oakland CA 94619 *fax (510) 436-1338*
Jim Conlon, Director sophiacenter@aol.com

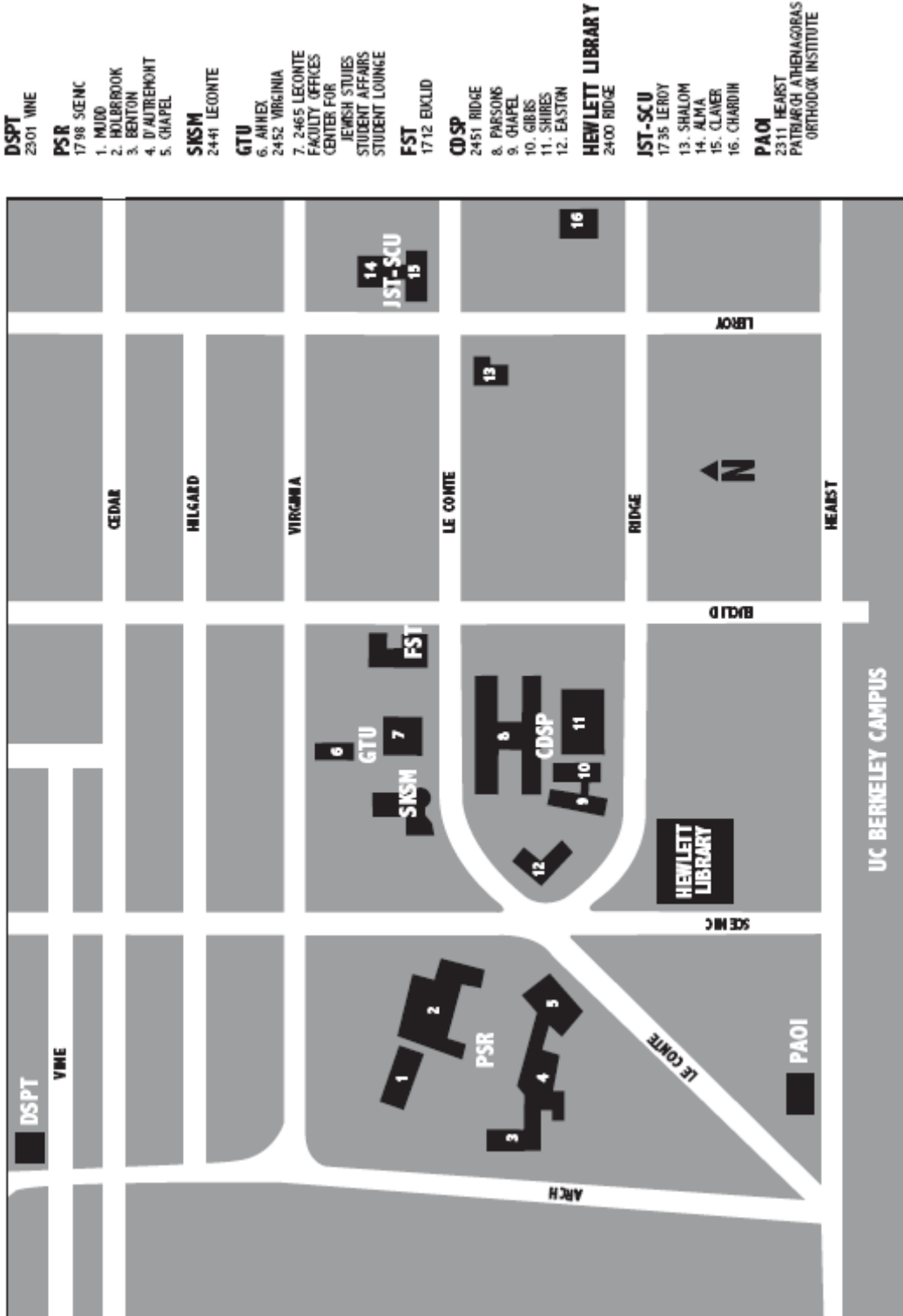
MC **Mills College** (510) 430-2255
5000 McArthur Boulevard, Oakland CA 94613 fax (510) 430-3314
Janet Holmgren, President president@mills.edu
Mary-Ann Milford, Provost provost@mills.edu

KEY TO CLASSROOM LOCATIONS

| | |
|-------------|---|
| 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, Berkeley |
| JST | 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 |
| SFTS | SFTS, 105 Seminary Road, San Anselmo |
| SKSM | 2441 LeConte Avenue, Berkeley |

See maps on pages 6 & 7

THE GTU NEIGHBORHOOD—“HOLY HILL”



GENERAL INFORMATION

COURSE NUMBERING SYSTEM

GTU courses are identified by a combination of letters and numbers. The letters refer to the fields of study. The first two letters refer to the primary field and the next two refer to the cross-listed field. The numbers refer to the course level.

KEY TO FIELDS OF STUDY CODES

| | | | |
|---|-----------|-------------------------------------|------------|
| Art & Religion | RA | History | HS |
| Biblical Studies & Biblical Languages | BS | Homiletics | HM |
| Old Testament Studies | OT | Interdisciplinary Studies | IDS |
| New Testament Studies | NT | Liturgical Studies | LS |
| Christian Spirituality | SP | Philosophy & Philosophy of Religion | PH |
| Cultural & Historical Studies of Religions | HR | Philosophical Theology | PT |
| Ethics & Social Theory (Includes Christian Ethics) | CE | Systematic Theology | ST |
| Religion & Society | RS | Religion & Psychology | PS |
| Field Education | FE | Theology & Education | ED |
| Functional Theology | FT | Special Courses | ** |

Courses with other letter codes (i.e., **HELP, SRC, DR, MA, MDV, UCB, etc.) are listed under Special Courses, at the end of the course schedule for each term.

KEY TO COURSE LEVELS

| | |
|------------------|---|
| 1000-1999 | Introductory courses which have no prerequisites |
| 8000-8199 | ONLINE Introductory courses which have no prerequisites |
| 2000-3999 | Intermediate courses; primarily for Masters students |
| 8200-8399 | ONLINE Intermediate courses; primarily for Masters students |
| 4000-4999 | Advanced courses for advanced Masters and Doctoral students |
| 8400-8499 | ONLINE Advanced courses for Masters and Doctoral students |
| 5000-5999 | Doctoral courses, which may be opened to advanced Masters students with the written permission of Faculty |
| 6000-6999 | Doctoral courses, which are only open to PhD /ThD students |

FORMAT FOR INFORMATION IN SCHEDULE

| | | |
|--|---------|---------|
| COURSE # | SECTION | TITLE |
| INSTRUCTOR (INSTRUCTOR'S SCHOOL) | | |
| UNITS | | |
| DAY | TIME | PLACE** |
| DESCRIPTION [RESTRICTIONS/PREREQUISITES] | | |

** See inside front cover of Course Schedule for "place" locations.

NOTE: In the following listing of courses, course descriptions may continue from the bottom of one column to the top of the next column or from the bottom of one page to the top of the next page.

GENERAL INFORMATION

TBA: Information marked TBA (To Be Announced) might be found in the course description. If not, consult the Addendum, the Instructor, or the online course schedule.

PREREQUISITES

Some courses have prerequisites set by the instructors, e.g., “Previous course in OT intro” or “At least one course in Church History.” The instructor advises that students without the prerequisite not register for the course because they lack the necessary background. Prerequisites are listed within the brackets [] at the end of a course description; however, prerequisites do not require a PIN code.

COURSE RESTRICTIONS

Many instructors place restrictions on their courses. Restrictions are noted in the brackets [] at the end of a course description.

| | |
|---------------------------------------|---|
| [30 max enrollment] | Number of students allowed in class. PIN not required. |
| [PIN code required] | Student must contact Instructor for permission, and obtain a PIN code from Instructor. |
| [Interview required] | Student must contact Instructor for interview, and obtain a PIN code from Instructor. |
| [Auditors excluded] | Class cannot be audited. |
| [Auditors with permission of Faculty] | Student must contact instructor for permission to audit, but does not need PIN code in order to register. Instructors may drop from their courses any auditors who did not receive their permission to do so. |

SPECIAL READING COURSE (SRC)

Enrolling in a Special Reading Course (SRC) is a two step process:

- 1) Register for the SRC through *Web Advisor*. Enter SRC 9999, section 01 OR SRC 8888, section 01 (for a Special Reading Course which is an upgrade of an existing course), and the correct number of units for the SRC. If you are enrolling for multiple SRC's enter the total number of units for all SRC's.
- 2) Submit completed SRC forms to your Registrar.

SRC forms are available from your registrar. They must have the signature of the Instructor and other signatures required by your school. **COMPLETED SRC FORMS ARE DUE TO YOUR REGISTRAR DURING THE REGISTRATION PERIOD.** Any SRC forms received after the end of Late Registration will require a Change in Enrollment form along with the SRC and will be assessed the regular “change” fee.

GENERAL INFORMATION

CROSS REGISTRATION (UCB, Holy Names University, Mills College)

Cross Registration is a two step process:

- 1) Register for the Cross Registration Course through *Web Advisor*. Enter UCB 9000, section 01 (for any of the three institutions), and enter the correct number of units for the course. (If you are enrolling for multiple courses, enter the total number of units for all cross registration courses.)
- 2) Submit completed Cross Registration forms to the GTU Consortial Registrar's Office. For UCB dates and deadlines, see the box, "UCB Cross Registration Procedures" on page 18. Contact the Consortial Registrar for the deadlines for the other institutions.

CLASSROOM ACCESSIBILITY

If an assigned classroom is inaccessible to a student because of a disability, please notify the Consortial Registrar's Office immediately so that the room assignment can be adjusted.

CANCELLED CLASSES

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

TEXTBOOK AVAILABILITY

For the most current information on textbook availability, please visit www.gtu.edu.

**FOR THE MOST CURRENT INFORMATION ABOUT 2010-2011
COURSES, SEE THE SEARCHABLE COURSE SCHEDULE
LOCATED ON THE GTU WEBSITE, www.gtu.edu,
UNDER "STUDENTS"**

SUMMER SESSION 2010
6/1/10–8/20/10

INSTRUCTIONS FOR REGISTRATION

To register for a Summer Session class listed in the Course Schedule, contact the Registrar of the School offering the course for registration procedures and fees associated with the course. Registration for Summer Session is still paper-based using the gold registration card (*WebAdvisor* is not available for Summer Session registration at this time). You will need to fill out a registration card with your name and GTU student I.D. number on both sides 1 and 2 of the card. You will pay your fees to the school offering the course. Courses of varying length are offered from June 1, 2010, through August 20, 2010.

NOTE: In the following listing of courses, course descriptions may continue from the bottom of one column to the top of the next column or from the bottom of one page to the top of the next page.

REGISTRATION INFORMATION

EARLY REGISTRATION

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. Students may seek permission to register for restricted courses at that time.

GENERAL REGISTRATION

The Course Schedule Addendum for Fall will be available two weeks prior to General Registration. It will include changes made to courses found in this Course Schedule (e.g., change of time, day, place, or description), new courses, and cancelled courses. However, the online Searchable Course Schedule is **ALWAYS** the most up-to-date source for information regarding courses at the GTU; changes are reflected online in real-time, as the Consortial Registrar enters them.

Incoming Students:

1. Attend your school's orientation events, usually the week before classes begin, to learn the requirements of your curriculum and any school-specific registration procedures.
2. Follow the web-based registration instructions on page 20.

If you registered during Early Registration:

Review your Registration schedule. Changes during this period can still be made on *WebAdvisor*, including dropping and adding courses.

NOTE: If you were admitted to a restricted course and decide not to take the course, please inform the instructor immediately so that another student may be admitted in your place, in addition to dropping it on *WebAdvisor*.

Leaves of Absence or Withdrawal:

If you register during Early Registration and then decide not to return to school during the following semester, **you need to drop all of the courses for which you registered during early registration.** Follow any other procedures for taking a leave of absence or withdrawing from your academic program required by your school. **If you fail to drop these courses, you will be billed for them at the beginning of the semester. A fee will be assessed for late registration changes if the courses are not dropped by the Late Registration deadline.**

LATE REGISTRATION

You may continue to make changes to your registration using *WebAdvisor* during the Late Registration period.

A late registration fee will be assessed for registrations submitted after General Registration. No registrations will be accepted after the second week of the term except by petition to the Dean of your school.

Leaves of Absence and program extensions:

Petitions for a Leave of Absence or a program extension may be made during the Late Registration period; however you will be assessed Change in Enrollment and late fees according to the policies of your school. For more details, please see your Registrar. If you registered for courses during Early Registration, **please remember to drop any courses for which you are registered.**

REGISTRATION INFORMATION

CHANGES IN ENROLLMENT AFTER LATE REGISTRATION

Changes to enrollment after Late Registration must be submitted to your registrar on a Change of Enrollment form, which requires the signature of the Instructor (and the Dean's and Business Office signatures, if required by your school). A fee will be assessed for each change at that time.

Changes in enrollment are not permitted after the 10th week of the term, unless approved by the Dean or appropriate committee of your school.

Changes in UCB courses must be made with the Consortial Registrar, your school's registrar, and UCB.

AFTER MAKING CHANGES: 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.

REGISTRATION INSTRUCTIONS

REGISTRATION REMINDERS:

- 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 dates listed for each term**.
- Registration for a term may be done in more than one online session during the available dates.
- Enrollment changes or registrations after the end of the second week of a semester must be submitted to your registrar on a paper Change in Enrollment form or Gold Registration Card.

COURSE SELECTION REMINDERS:

- Check course descriptions for registration restrictions.
- Audited courses do not count toward the credits needed to maintain full-time status. 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.

ADVISING:

- Meet with your advisor (if required by your school) to discuss course selection.
- Some schools block registration by entering an advisor block until a student has met with her/his advisor. If your school uses advising blocks, ask your advisor to remove the block for you when you meet with her/him.

TO REGISTER, YOU WILL NEED:

- To select the courses you wish to take. Consult the Course Schedule, either on paper or online at <http://www.gtu.edu> (under "Students").
- Your User Name/ID and Password in order to access *WebAdvisor* (available from the Registrar of your school).
- To access *WebAdvisor*, go to <http://www.gtu.edu> (under "Students").
- To contact instructors of restricted courses.

CONTACTING INSTRUCTORS OF RESTRICTED COURSES:

- If the Course Schedule indicates that a course requires a PIN code (see "Course Restrictions" in the "General Information" sections), **you will need to contact the instructor in order to receive a PIN code which will allow you to register for the course.**

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": This allows faculty to use their email filtering programs to quickly process all requests.
2. Personal information: your name and email address

REGISTRATION INSTRUCTIONS

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 2009”).

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

REMEMBER: 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.

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 READING COURSES

SRCs are a valuable way to dig deeply into 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. To register for an SRC, you must complete the necessary paperwork (for further details, see the Doctoral Students FAQs page) and register either for SRC 8888 (if you are upgrading a course) or SRC 9999 (if the SRC is unrelated to a regular course).

OTHER 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).

REGISTRATION INSTRUCTIONS

TO REGISTER:

- **STEP 1:** Login to your *WebAdvisor* account using your User Name/ID and Password.
- **STEP 2:** Select “Check for Registration Blocks” in the main menu to see if there are any blocks to your registration (e.g., 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 for Health Insurance are cleared by contacting the office that placed the block. For a Health Insurance block, see special instructions on page 21. 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. 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 to show the choices. Click on your choice.
- **STEP 10:** On the same screen check the “Credits” column to confirm that the number of units listed is correct. In the case of Variable Unit courses, Special Reading Courses, and Cross Registration 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.**

REGISTRATION INSTRUCTIONS

- **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 page) which will return you to **STEP 5** where you can enter the needed changes.
- **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.”
- **STEP 18:** 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.)

HEALTH INSURANCE PLAN FOR STUDENTS (HIPS):

Not all GTU schools participate in the HIPS program. Some schools have their own program and other schools do not require health insurance. Check with your school to find out their policies and the specific deadlines. If you have a Health Insurance block when you begin 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 (listed below are statuses for GTU HIPS):
 - To select a health insurance plan, click on the type of coverage you want
 - S = Student
 - SS = Student & Spouse

REGISTRATION INSTRUCTIONS

SC = Student & Child(ren)

F = Student & Family

- If you have your own insurance, select W = Waived Out
- If insurance does not apply to you, select NA = Not Applicable
- If your school offers a plan other than HIPS, select O = Other Insurance offered by School
- Click on the appropriate status
- **Click submit.**

This process will remove the block and allow you to register.

For those students whose school requires them to certify health insurance, you must either enroll in the GTU HIPS program or provide proof of comparable insurance. Enrollment in the HIPS program is for the twelve months of the academic year, beginning on September 1, 2010, ending on August 31, 2011. Unless your eligibility to participate in the program changes, **you will be enrolled for the entire year.** For the most accurate, up-to-date information on the GTU health plan and the contact people for your school, see <http://www.gtu.edu/students/health-insurance>.

To enroll or to waive out of the HIPS program, go to <http://studentnet.kp.org/gtu>. **NO PAPER FORMS ARE NECESSARY**, all enrollments and waivers are handled directly through this website. (You can also access this website through the abovementioned health insurance information page on the GTU website or through the link in *Web Advisor*.)

BUSINESS OFFICE:

Each school has its own procedure for Business Office permission and payment of fees. Contact your school concerning what you need to do for the applicable registration period: Early, General or Late Registration.

TEXTBOOK AVAILABILITY:

For the most current information on textbook availability, please visit www.gtu.edu.

REGISTRATION INSTRUCTIONS

UCB CROSS REGISTRATION PROCEDURES

The Friday of the first week of the semester at noon is the deadline for filing the Cross Registration form in the GTU Consortial Registrar's Office. There will be NO EXCEPTIONS to this deadline.

CROSS REGISTRATION FORMS DUE:

Fall: September 10, 2010

Spring: February 4, 2011

Students must be in a DEGREE program to cross-register for a UCB course. The schedule for UCB courses is available at <http://schedule.berkeley.edu/>.

1) During Early or General Registration, enter the UCB course units for the course “**UCB 9000 01**” (Also use this course number if you cross-register at HNU or MC)

2) Obtain the **Application and Certification for Cross Registration** form from your school's Registrar prior to the first day of the UCB class. Read the form “Procedures” carefully. The form must be filled in completely. No form will be accepted without the signatures of the Dean of your school and the UCB Instructor actually teaching the course. E-mail approval is NOT acceptable at UCB; you must have an actual signature from the instructor on the form.

3) Your Schedule will show the course “UCB 9000 - Taking UCB course/s” until you submit the Application for Cross-Registration form.

NOTE:

Your name will not appear on the initial class list received by the UCB instructor. Should it not appear on succeeding class lists, notify the GTU Consortial Registrar. Please check with the GTU Consortial Registrar if you have any questions about cross registration.

The Consortial Registrar's Office will replace “UCB 9000” with the actual course number which will then appear on your *WebAdvisor* schedule.

If you decide not to take the UCB course which you included in your *WebAdvisor* schedule you must drop “UCB 9000” in *WebAdvisor* before the end of Late Registration.

If you change or drop a UCB class, you must complete the proper UCB form (obtained from the Consortial Registrar) and submit it at UCB, as well as completing the GTU drop procedures. Failure to do so may result in an “F” for the class on your transcript.

INSTRUCTION BEGINS AT UCB:

Fall: August 26, 2010

Spring: January 18 2011

FALL 2010 SEMESTER

9/7/10 – 12/17/10

FALL 2010 REGISTRATION DATES

EARLY REGISTRATION FOR FALL: April 12-23, 2010

GENERAL REGISTRATION FOR FALL: August 23-September 3, 2010

LATE REGISTRATION FOR FALL: September 7-17, 2010

PLEASE NOTE:

- Registration through *WebAdvisor* is available only during the dates listed above
- Access to web registration is not available between the dates for Early and General Registration
- After the deadline for Late Registration, all registrations or changes in enrollment must be made using paper forms submitted to the registrar of your school

UCB CROSS REGISTRATION FALL 2010 INFORMATION

UCB CROSS REGISTRATION FORMS ARE DUE SEPTEMBER 10, 2010

Friday, September 10, at Noon, is the deadline for filing the Cross Registration form in the GTU Consortial Registrar's Office. There will be *no exceptions to this deadline*.

INSTRUCTION AT UCB BEGINS ON AUGUST 26, 2010

In the following listing of courses, course descriptions may continue from the bottom of one column to the top of the next column or from the bottom of one page to the top of the next page.

INTERSESSION 2011
1/3/11 – 1/28/11

INTERSESSION 2011 REGISTRATION DATES

REGISTRATION FOR INTERSESSION: November 8-19, 2010

Web-based registration will be open again January 3-27, 2011

PLEASE NOTE:

- Register for Intersession through *WebAdvisor*.
- The Intersession 2011 Addendum will be available November 17, 2010.
- Check with your school for policies concerning Intersession registration.
- You may register up to the first day of the course in January, but because courses with limited enrollment may fill up during the Intersession registration period, it is to your advantage to register by November 19, 2010.
- **Courses for which insufficient interest is shown during the Early Registration period may be cancelled.**

TO AVOID PROBLEMS:

- Read the instructions & schedule information carefully.
- Check the Addendum and online Schedule.
- If the course has a restriction, contact the Instructor for a **PIN code**.
- If taking a Special Reading Course (SRC) **be sure to turn in the SRC form to your registrar** as well as completing the web-based part of the registration process.

In the following listing of courses, course descriptions may continue from the bottom of one column to the top of the next column or from the bottom of one page to the top of the next page.

SPRING 2011 SEMESTER
1/31/11-5/20/11

SPRING 2011 REGISTRATION DATES

EARLY REGISTRATION FOR SPRING: November 8-19, 2010

GENERAL REGISTRATION FOR SPRING: January 17-28, 2011

LATE REGISTRATION FOR SPRING: January 31-February 11, 2011

PLEASE NOTE:

- Registration through *WebAdvisor* is available only during the dates listed above
- Access to web registration is not available between the dates for Early and General Registration
- After the deadline for Late Registration, all registrations or changes in enrollment must be made using paper forms submitted to the registrar of your school

UCB CROSS REGISTRATION SPRING 2011 INFORMATION

UCB CROSS REGISTRATION FORMS ARE DUE FEBRUARY 4, 2011

Friday, February 4, at noon, is the deadline for filing the Cross Registration form in the GTU Consortial Registrar's Office. There will be *no exceptions to this deadline*.

INSTRUCTION AT UCB BEGINS ON JANUARY 18, 2011

In the following listing of courses, course descriptions may continue from the bottom of one column to the top of the next column or from the bottom of one page to the top of the next page.