GRADUATE THEOLOGICAL UNION

Where religion meets the world

Registration Information & Instructions

2016-2017

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

Fall 2016
Intersession 2017
Spring 2017

GRADUATE THEOLOGICAL UNION & PARTICIPATING SCHOOLS REGISTRATION INSTRUCTIONS 2016-2017

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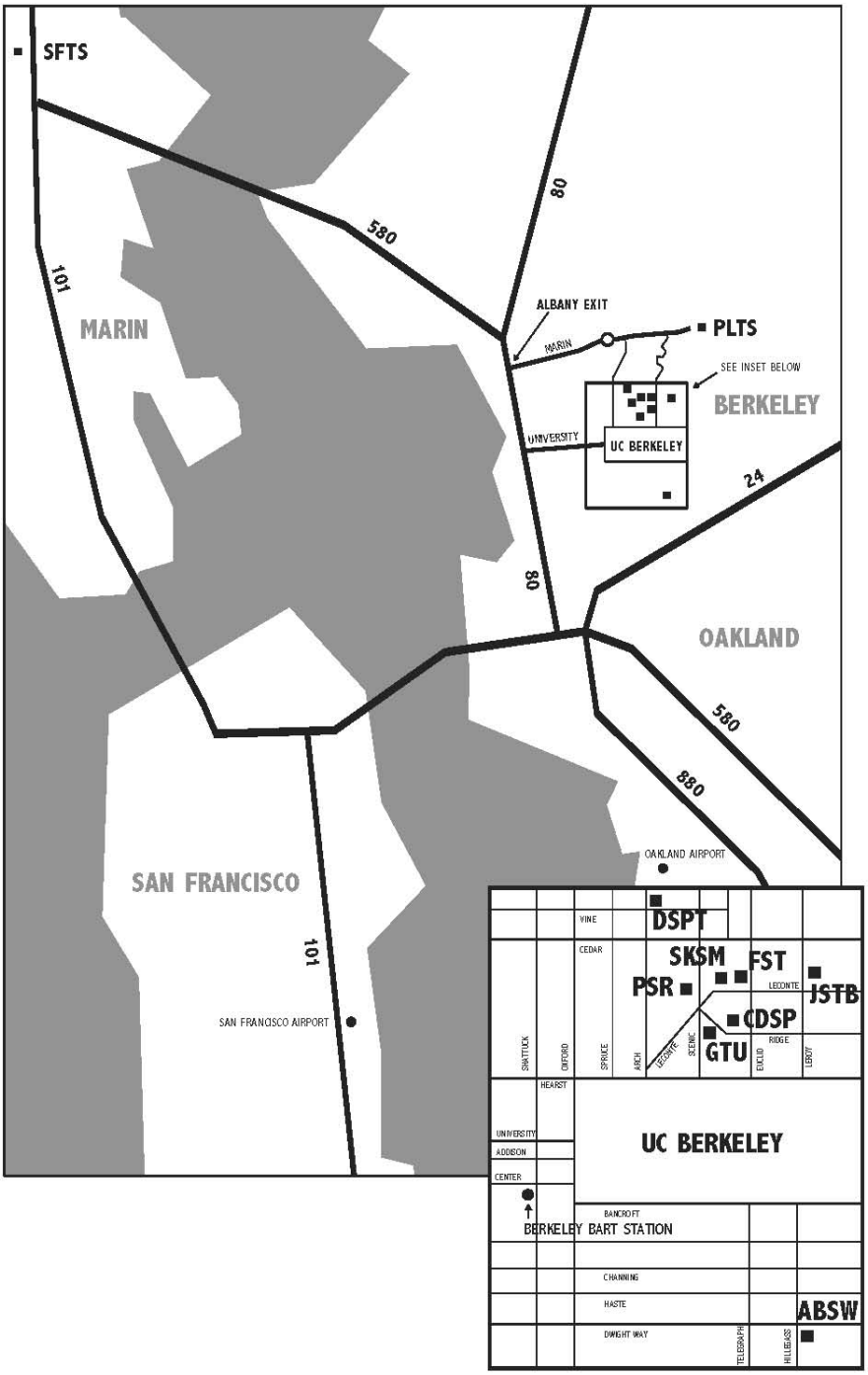
KEY TO CLASSROOM LOCATIONS

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
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

THE BAY AREA


SFTS
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LECONTE
SCENIC
EUCLID
LEROY
HEARST
UNIVERSITY
ADDISON
CENTER
UC BERKELEY
BANCROFT
BERKELEY BART STATION
CHANNING
HASTE
ABSW
DWIGHT WAY
TELEGRAPH
HILLEGASS

GTU MEMBER SCHOOLS

ABSW	**American Baptist Seminary of the West**	(510) 841-1905
	2606 Dwight Way, Berkeley CA 94704-3029	*fax (510) 841-2446*
	President	
	LeAnn Snow Flesher, Academic Dean	lsnow@absw.edu
CDSP	**Church Divinity School of the Pacific**	(510) 204-0700 or 1-800-353-2377
	2451 Ridge Road, Berkeley CA 94709-1217	*fax (510) 644-0712*
	W. Mark Richardson, President	mrichardson@cdsp.edu
	Ruth Meyers, Dean of Academic Affairs	rmeyers@cdsp.edu
DSPT	**Dominican School of Philosophy and Theology**	(510) 849-2030
	2301 Vine St., Berkeley, CA 94708	*fax (510) 849-1372*
	Peter Rogers, OP, President	progers@dspt.edu
	Chris Renz, OP, Academic Dean	crenz@dspt.edu
GTU	**Graduate Theological Union**	(510) 649-2400
	2400 Ridge Road, Berkeley CA 94709-1212	*fax (510) 649-1417*
	Riess Potterveld, President	rpotterveld@gtu.edu
	Judith Berling, Interim Dean	jberling@gtu.edu
JST-SCU	**Jesuit School of Theology of Santa Clara University**	(510) 549-5000
	1735 LeRoy Avenue, Berkeley CA 94709-1193	*fax (510) 841-8536*
	Michael E. Engh, SJ, President	president@scu.edu
	Kevin O'Brien, Dean	kobrien@scu.edu
PLTS-CLU	**Pacific Lutheran Theological Seminary**	(510) 524-5264
	2770 Marin Avenue, Berkeley CA 94708-1597	*fax (510) 524-2408*
	Brian Stein-Webber, Interim Chief Administrative Officer	bsteinwebber@plts.edu
	Alicia Vargas, Interim Dean	avargas@plts.edu
PSR	**Pacific School of Religion**	(510) 849-8200
	1798 Scenic Avenue, Berkeley CA 94709-1323	*fax (510) 845-8948*
	David Vazquez-Levy, President	dvazquez@psr.edu
	Mary Donovan-Turner, Interim Vice President of Academic Affairs & Dean Associate	mdturner@psr.edu
SFTS	**San Francisco Theological Seminary**	
	105 Seminary Road, San Anselmo CA 94960-2905	(415) 451-2800
	Faculty fax number	*fax (415) 451-2851*
	James McDonald, President	jmcdonald@sfts.edu
	Jana Childers, Dean	jchilders@sfts.edu
SKSM	**Starr King School for the Ministry**	(510) 845-6232
	2441 LeConte Avenue, Berkeley CA 94709-1209	*fax (510) 845-6273*
	Rosemary Bray McNatt, President	rbraymcnatt@sksm.edu
	Gabriella Lettini, Dean of Faculty	glettini@sksm.edu

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**
		Interreligious Studies	**IR**
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, WU,** 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]

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

PREREQUISITES

GENERAL INFORMATION

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.

COURSE RESTRICTIONS

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

[30 max enrollment]	Number of students allowed in class. Faculty Consent not required.
[Faculty Consent required]	Student must contact Instructor for permission, send their seven-digit ID number, and obtain Faculty Consent from Instructor.
[Interview required]	Student must contact Instructor for interview, and obtain Faculty Consent 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 Faculty Consent 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 *WebAdvisor/Student Planning*. Enter SRC 9999 or SRC 8888 (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 <u>must</u> have the signature of the Instructor and other signatures required by your school. **COMPLETED SRC FORMS ARE DUE TO YOUR REGISTRAR BY THE END OF THE LATE REGISTRATION PERIOD**. Any SRC forms received after the end of Late Registration will require a Change in Enrollment form with all required signatures. Signature requirements vary from school to school; ask your registrar which signatures you need.

CROSS REGISTRATION (UCB, Dominican University of California, Holy Names University, Mills College)

Cross Registration is a three step process:

1) Obtain permission from the course instructor to take the desired course.

2) Register for the Cross Registration Course through *WebAdvisor/Student Planning*: Enter UCB 9000 (for any of the four 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.)
3) Submit completed Cross Registration forms (including physical signature from the course instructor) to the GTU Consortial Registrar's Office.

   For Cross Registration instructions and UC Berkeley dates and deadlines, see the box, "UCB Cross Registration Procedures" on page 21. 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
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/students.

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.

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, 2016, ending on August 31, 2017. 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 *WebAdcisor*.)

FOR THE MOST CURRENT INFORMATION ABOUT 2016-2017 COURSES, SEE THE SEARCHABLE COURSE SCHEDULE LOCATED IN THE STUDENTS SECTION OF THE GTU WEBSITE, www.gtu.edu/students.

REGISTRATION INFORMATION

EARLY REGISTRATION

- Early Registration lasts two weeks.
- Dates are listed at the beginning of each semester section.
- Those using Early Registration should verify their schedules using *WebAdvisor/Student Planning* in the week before classes begin to ensure that course information hasn't changed since registering.

  Notes for **Restricted Courses (see "Registration for Restricted Courses" for further details)**:
  - You must request permission to be admitted to a restricted course **during the first week.**
  - Instructors will make their decisions and will provide Faculty Consent 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.

  Note: Instructors are not obligated to accept additional requests after the end of the first week. Students may seek permission again during General Registration. Courses frequently have maximum enrollment restrictions, so it is advisable to seek permission during Early Registration whenever possible.

GENERAL REGISTRATION

- General Registration for Fall and Spring opens two weeks prior to the start of classes, at 12:00AM on Monday, and ends at 11:59PM on the Friday before classes start (see dates at the beginning semester sections).
- General Registration for Summer and Intersession begin the day before the term begins and continue until all session courses have begun (see dates at the beginning semester sections).
- The online Searchable Course Schedule is **ALWAYS** the most up-to-date source for information regarding courses at the GTU; changes post in real-time, as the Consortial Registrar enters them.
- If you are using a PDF copy of the course schedule, check the online Searchable Course Schedule for any final course changes prior to registering (e.g., change of time, day, place, or description), as well as new courses, and cancelled courses.

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 18.

If you registered during Early Registration:

Review your Registration schedule for any changes to the courses for which you registered. You may make changes during this period on *WebAdvisor/Student Planning*, 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, in addition to dropping the course on *WebAdvisor/Student Planning*. This will allow another student to be admitted to the course in your place.

REGISTRATION INFORMATION

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**. **If you fail to drop these courses, you will be billed for them at the beginning of the semester. A fee may be assessed for late registration changes if the courses are not dropped by the Late Registration deadline.** This is in addition to any other procedures required by your school for taking a leave of absence or withdrawing from your academic program.

LATE REGISTRATION

- Late Registration opens the first day of classes (Fall and Spring). You may continue to make changes to your registration using *WebAdvisor/Student Planning* through the second week of classes.
- A late registration fee may 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 may 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**.

CHANGES IN ENROLLMENT AFTER LATE REGISTRATION

- Changes to enrollment after Late Registration must be submitted to your registrar on a Change of Enrollment form, signed by the Instructor (and your Dean, advisor and Business Office, if required by your school).
- A fee may be assessed for each change.
- 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 CROSS-REGISTRATION

Changes in UCB courses must be made with ALL of the following:

- GTU Consortial Registrar --AND --
- Your school's registrar – AND --
- Registrar of the institution offering the course

AFTER MAKING CHANGES

- Check your Schedule in *WebAdvisor/Student Planning* after making any changes to your schedule to ensure your registration is correct (particularly after submitting a paper Change in Enrollment form).

REGISTRATION INFORMATION

- If the notation **"HELP"** appears as a course number on your schedule, it indicates a problem; see your registrar.

SPECIAL REGISTRATIONS

- Special Reading Courses (SRCs):
  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).
    - When 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.
- 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. Please note that if you are registering full time for a Special Course (e.g., 12 units of DR 6001), you must enter the total number of units under on the Section Details screen in *WebAdvisor/Student Planning* (see step 10 in registration instructions).
- Cross Registering at UCB, Dominican University of California, Holy Names University, or Mills College:
    - Course dates will likely differ from GTU course dates – make note of semester dates!
    - Permission must be gained from course instructor
    - Register for course on *WebAdvisor/Student Planning* **AND submit completed cross registration form with ALL necessary signatures** (see UCB instructions for more detail).

REGISTRATION FOR RESTRICTED COURSES

- If the Course Schedule indicates that a course requires Faculty Consent (see "Course Restrictions" in the "General Information" sections), **you will not be able to register for the course until the instructor has entered your seven-digit ID number into *WebAdvisor*. You will need to contact the instructor to request Faculty Consent, and you MUST provide them with your seven-digit ID number.**

  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, email address, and seven-digit ID number.
  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 (e.g., "took BS 1006 in Fall 2013").

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 requested Faculty Consent.

REGISTRATION BLOCKS

If there are any blocks to your registration **they must be removed before the system will allow you to register.** The following may all be cleared by contacting the office that placed the block:

- Advisor block (this means you need to speak with your advisor before registering)
- Academic blocks (contact your registrar)
- Business office blocks (contact your school's business office – typically money in arrears)
- Housing office blocks (contact your school's housing office – typically money in arrears)
- Library blocks (contact the GTU Library – typically money in arrears)

NOTE: for **Health Insurance Blocks**, see below.

HEALTH INSURANCE BLOCKS

If you have a Health Insurance block, you need to do the following:

- Click on the "Health Insurance Selection" item in the "Registration" section of *WebAdvisor*
- 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
    - Student
    - Student/Spouse
    - Stud/Child(ren)
    - Student/Family
  - If you have your own insurance, select Waived Out
  - If insurance does not apply to you, select Not Applicable
- **Click submit.**

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

For more information, see "Health Insurance Plan for Students (HIPS)" in *General Information.*

REGISTRATION INFORMATION

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.

REGISTRATION INSTRUCTIONS

The following instructions apply for all semesters and for all registration periods (early, general, and late) using *WebAdvisor/Student Planning*

WebAdvisor/Student Planning is available **only during the dates listed for each term.**

(Dates are listed in the semester sections, beginning with Summer on p. 24)

ELIGIBILITY

- 1000-4000 level courses are generally available to all students -- **Check course descriptions for registration restrictions** and reference Key to Course Levels on page 8 for difficulty guidelines.
- 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.
- Some schools block registration until a student has met with her/his advisor. If your school uses advising blocks, meet with your advisor to discuss course selection and ask your advisor to remove the block prior to attempting to register.

NOTE: Audited courses do not count toward the credits needed to maintain full-time status. Some courses may not be audited.

TO REGISTER, YOU WILL NEED:

- Your list of desired courses
  - The Course Schedule can be found online at http://colleague.gtu.edu. Click on the link to Searchable Course Schedule

  Note: A PDF version of the schedule is available on the same page, but course additions, changes, and cancellations will only be reflected in the online Searchable Course Schedule (verify course selections there before registering if using the PDF).
- Faculty Consent for any restricted courses
  - Send instructors your seven-digit ID number and request Faculty Consent (see page 13). **REMEMBER: During Early Registration, permission must be requested during the first week of the registration period**
- Your User Name/ID and Password in order to access *WebAdvisor/Student Planning* (available from the Registrar of your school).
  - Returning students who have forgotten their passwords, see FAQ.

NOTE 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/Student Planning*. Include:

- course numbers
- section numbers
- number of units you choose for SRCs and variable unit courses

REGISTRATION INSTRUCTIONS

- grading option choice for each course

TO REGISTER:

***** Registration for a term may be done in more than one session during the available dates. *****

- **STEP 1:** Login to your *WebAdvisor* account
  - Navigate to http://colleague.gtu.edu
  - Select your school from the *WebAdvisor* list
  - Click on "Log In"
  - Enter Username and Password (you received these from IT or your registrar after orientation – they are the same for successive semesters/years).
  - Click on "Students"

- **STEP 2:** Register for Courses
  - Select "Student Planning" (this link is included in both the 'Registration' and 'Academic Profile' sections).
  - Select "Plan Your Degree and Register for Classes" (you can also click on the 'Go to Plan and Schedule' link).
  - Enter the course number (e.g., 'BS 1006' or BSSP 1066') in the 'search for courses' box.
  - Click 'View Available Sections' for the associated course. (NOTE: if you do not find the course you're looking for, double check that you entered the correct course number).
  - Click 'Add Section to Schedule'
  - If you have requested Faculty Consent for a restricted course, you will be unable to register until the instructor has entered your seven-digit ID number into *WebAdvisor*.

- **STEP 4:** Grading Options and Variable Credit Courses
  - The next screen displays the course you have selected with two variable options:
    - Credits: For VARIABLE CREDIT COURSES ONLY, you may adjust the number of units in this field.
    - Grading: Using the pulldown menu, select the appropriate grading option.

  - After making your selections/changes, click on "Add Section to Schedule.

- **STEP 5**: Verify Enrolled Courses
  - Click 'Plan and Schedule' to display your selection/s. These will appear in yellow on the left hand side of the page and will be tagged 'planned'.
    - If this reflects your desired schedule, click on 'register' for each course or 'register now' to register for all courses. This will convert the course/s to green and tag it/them 'registered'.
    - 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, remove the course by clicking the 'X' in the top right hand corner of the course listing and then confirm by clicking 'remove' in the 'Confirm Removed Course' box.

- **STEP 6:** Final Review of Completed Registration
  - Click "Timeline" from the 'Plan Your Degree and Schedule Courses' page.
  - Review your schedule for the upcoming term.
  - By repeating the steps above, adjust your schedule as necessary.

- **STEP 7:** Log out.

- Click "Sign out" from the navigation menu (If you don't sign 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.)

- **STEP 8:** Submit any SRC/Cross Reg paperwork to the registrar(s) to complete registration for these courses.

Please note: if you have registration blocks on your account, you will be prevented from registering. If you are alerted to a registration block, contact your registrar for additional information.

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 9, 2016
Spring: February 3, 2017

Students must be in a DEGREE program to cross-register for a UCB course. There is a non-negotiable limit of one UCB class per term, except for PhD/ThD students. The UCB course schedule is available at http://schedule.berkeley.edu/.

1) During Early or General Registration, enter the UCB course units for the course "**UCB 9000**" (Also use this course number if you cross-register at DUC, 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:
It will be several weeks before your name appears on the class roster received by the UCB instructor. 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/Student Planning* schedule.

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

If you change or drop a UCB class, you must complete the proper UCB form (obtained from the UCB 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 24, 2016
Spring: January 17, 2017

CDSP CROSS REGISTRATION PROCEDURES

There are unique procedures for registering for classes offered by CDSP.

CDSP's course schedule will be available at the CDSP website (www.cdsp.edu).

1) During Early or General Registration, enter the CDSP course units for the course "**CDSP 9000**".
2) Complete the form available online at https://cdsp1-public.sharepoint.com/.

3) Your Schedule will show the course "CDSP 9000 - Taking CDSP course/s" until after you submit the online Cross-Registration form.

NOTE:
It will be a few days before your name appears on the class roster. Please check with the GTU Consortial Registrar if you have any questions about cross registration.

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

If you decide not to take the CDSP course which you included in your schedule you must drop "CDSP 9000" in *WebAdvisor/Student Planning* before the end of Late Registration.

If you change or drop a CDSP class after Late Registration has ended, you must complete a Change of Enrollment form (available here http://gtu.edu/sites/default/files/docs/gtu-old/Change%20Slip%20PDF.pdf) and submit a copy to both the Consortial Registrar AND the CDSP Registrar.

Finally, please be aware that some CDSP courses still require PIN codes. These PIN codes are for internal use by CDSP and cannot be entered in *WebAdvisor/Student Planning*.

FAQ: FREQUENTLY ASKED QUESTIONS

How do I log into WebAdvisor/Student Planning?

Navigate to http://colleague.gtu.edu, scroll down until you see your school's *WebAdvisor* link, and click on it. Enter Username and Password at the Login Screen and click "Submit."

Where do I get my WebAdvisor/Student Planning Username and Password?

New students receive username and password from their school's registrar at the completion of orientation.

Continuing students will use the same username and password as was assigned in their first semester (if you have changed your password, use your updated password).

How do I sign up for a Special Reading Class (SRC)

See "Special Registrations" in *Registration Information*… then:

In **STEP 4** of the *WebAdvisor/Student Planning* registration instructions, enter SRC 8888 (if upgrading a course to a higher level) or 9999 (if taking as a standalone course) in the in the 'search for courses' field. Proceed as directed by subsequent instructions.

DON'T forget to file the necessary paperwork with the Registrar.

How do I register for a class at UCB, Holy Names University, or Mills College (Cross Registration)

See "Cross Registration" in *General Information*

How do I decide how many units to sign up for in a variable unit course?

Determine the appropriate number of units with your Advisor.

How do I change the units for a variable unit course?

Follow the instructions in **STEP 4** of *Registration instructions.*

Why does my variable unit course only show 0/1 unit(s)?

Variable Unit Courses will display the MINIMUM number of units until adjusted manually. The number of units MUST be adjusted during **STEP 4** in *Registration Instructions.*

What do I do if I forgot my WebAdvisor/Student Planning username and/or password?

1st click the "Hint" checkbox at the Login Screen. If this does not help, click on "Main Menu" and then click the link for "Reset My Password." Follow the onscreen instructions to have the new password emailed to the email address on file with the Registrar. If you do not have an email address on file, contact your school's registrar's office. If you continue to encounter problems, contact techsupport@psr.edu.

How do I get Faculty Consent for a restricted course?

See "Registration for Restricted Courses" in *Registration Information.*

How do I change my WebAdvisor password?

After logging into *WebAdvisor*, the "Change Password" link appears in the main navigation menu. Click on the link and follow the onscreen instructions.