

## Student Planning – How to Register Quick Steps for Students

## Sign in to Student Planning

1. Go to gtc.edu select 'My Gateway'



2. Enter your Gateway Login, (which is your student ID number), click continue, the next page will ask for your Password, when entered select 'Continue.' This will access the MyGateway Dashboard.



3. On the main dashboard of MyGateway, select the 'Update Personal Information' button, found within the 'My Profile' card. Once your information is updated, select 'Submit' at the bottom of the screen.

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Interested in joining a student now through March 6, 3 1 of 2 When Can I Register? 20235U-2023 Summer 04/04/23 06:30AM 2023FA-2023 Fall 04/04/23 06:30AM	club? Join a club 2023. Sign Up Here	Enrolled students can get a RYDE Racin pass-first come, first serve. Stop in Stu Services1 2 of 2 <u>RYDE Racine</u> <u>My Profile</u> Name: <u>ID:</u> Student Email: Balance: \$0.00 Schedule Appointment	e bus udent Bus Pass	Request Assistance         We care about your needs and would like to su you.         How can we help you?	I A	Registration & Schedule Search for Courses Register and Drop Courses Class Schedule My Progress	E .
Student Email	E   <b>R</b>	You will need to update your Personal Information after 6/30/2023 UPDATE PERSONAL INFORMATION CHANGE PASSWORD		() Not Available Check Back Later	E . M	Grades Academic Plan (Timeline) Unofficial Transcript Upcoming Events FEB 03 11:00 AM - 12:00 PM CLOSED Advising Jump Start (In Person)	: A

4. Now from the main dashboard, select the 'Register and Drop Courses' tab found within the 'Registration & Schedule' card.

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Interested in joining a student o now through March 6, 2 1 of 2	lub? Join a club 023. 🎕 <u>Sign Up Here</u>	Enrolled students can get pass-first come, first ser Service 2 of 2	: a RYDE Racine bus ve. Stop in Student S! <u>RYDE Racine Bus Pass</u>					JU
<ul> <li>Welcome</li> <li>Personalize My Gateway</li> <li>Add cards to get even more ou Gateway by clicking the Discove the bottom of the page. Click th on each card to ensure the card your dashboard. Drag your most the top.</li> <li>Need help?</li> <li>Our Contact Center is ready to sscontactcenter@ntc.edu.or. 800</li> </ul>	: of My r More link at re bookmark remains on t used cards to help at L-247-7122	When Can I Register? 20235U-2023 Summer 04/04/23 06:30AM 2023FA-2023 Fall 04/04/23 06:30AM	: 🕅	Registration & Schedule Search for Courses Register and Drop Courses Class Schedule My Progress Grades Academic Plan (Timeline) Unofficial Transcript		Quick Links	BOOK STORE	*
Request Assistance We care about your needs and woul you. How can we helo you?	: 🔳	Student Email	EM	Classes	:	Success Team	I	×

5. This will bring you to the Self-Service, Plan and Register for courses screen. If you don't see the term you want to register in, simply select the arrows on the left hand side to change the terms. You will then see a list of planned/recommended courses to take for that semester.

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<b>↑</b>	Academics · Studen	nt Planning · Plan & Schedule	/									
<b>_</b>	Plan and Regi	ister for courses							Search for	courses		٩
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©)\$	$\langle \rangle$	2019 Fall – +							Remove Planned	l Courses		
ē.	Filter	Sections	ave to iCal		Print				Planned: 16 Credits	Enrolled: 0 Cre	dits Waitliste	<b>d:</b> 0 Credits
۹	196-129: Manage	ement Orientation	×	8am	Sun	Mon	Tue	Wed	Thu	Fri	Sa	t
	✓ View other se	ections		9am								
	<u> 196-137: Certifie</u>	d Service Specialist	×	10am 11am								
	✓ View other se	ections		12pm								
	196-190: Leaders	ship Development	×	2pm								
	✓ View other se	ections		3pm 4pm								
	196-191: Supervi	ision	×	5pm								
	✓ View other se	ections		6pm 7pm								

6. To plan course sections, select 'Filter Sections' then 'Location' you'd like to take the course at then select 'view other sections' and choose the campus date/time or online course you'd like to take. Then select 'Add Section' to add this course to your plan. Your course will then appear in yellow. Repeat until all courses have a section added.

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SELF-SERVICE Student Services Office				٤	3 1291921		⑦ H		
Academics • Student Planning • Plan & Schedule									
Plan and Register for courses	Section Details			Search fo	r courses				
Sciedule Timeline Advising Petitions & Wa	<b>196-190-2W7A Leader</b> 2019 Fall	ship Development	^						
-	Instructors	Ehlers, P (ehlersp@gtc.edu, 262-619-6	684)						
< > 2019 Fall - +	Meeting Information	9/3/2019 - 10/1/2019 Internet, TBD (Lecture)		Remove Planned Courses					
	Dates	9/3/2019 - 10/1/2019		Diamage 40 Credito	Envellade O.Con	dite Malalista	de O. Crandi		
V Filter Sections	Seats Available	14 of 20 Total		Planned: 16 Credits	Enrolled: 0 Cre	oits waitliste	a: o Crea		
	Credits	3		Thu	<b>5</b> 4				
	Grading	Graded		Inu	FI	58	t		
196-190: Leadership Development	Requisites	None							
∧ View other sections	Course Description	In Leadership Development, the learner applie necessary to fulfil his/her role as a modern lea demonstrate the application of: evaluating lead and organization requirements, using individuu strategies, implementing mission and goals, ob behavior, developing personal leadership style understanding the impact of power, facilitating	the skills and tools der. Each learner will ership effectiveness I and group motivation serving ethical and adaptation, employee						
Seats Available: 19 Instruct: Ehlers, BAN - 9:30 PM Dates: 9/9/2019 - 9/30/2019 Location: Racine Campus Racine Building 237 (Lecture)	Additional Information	development, coaching, managing change, and effectively. In State Section Cost: \$481.53 Section Type: Act Online This class is offered in an accelerated or NOT run the full semector. This college case	resolving conflict		_				
196-190-2W7A Leadership Development Seats Available: 14 Instructor: Ehlers, P Time: TBD		Blackboard (internet) which will be available ap before the first class session. Students are exp announcements, syllabus, and complete (Learn	proximately one week ected to read the ing Plan 1)	/					
Dates: 9/3/2019 - 10/1/2019 Location: Internet TBD (Lecture)	с	ose Ad	d Section						
	6pm	196-190-2831							
	70m								

Once all courses have a section added, select the 'Register Now' link on the right hand side.
 Once this is selected all your planned courses should then state 'Registered, but not started' and have turned green.

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2019 Fall _ +						Remove Plann	ed Courses	Regi	ster Now	
▼ Filter Sections     □ Sav	re to iCal		🔒 Print	$\supset$			Planned: 16 Credits	Enrolled: 0 Credits	Waitliste	d: 0 Cred
Grading: Graded Instructor: Ehlers, P 9/14/2019 to 12/14/2019 Seats Available: 17	^	7am	Sun	Mon	Tue	Wed	Thu	Fri	Sa	t
<ul> <li>Meeting Information</li> <li>Register</li> </ul>		8am 9am							× 195-129-2R4A	<u>196-129-28</u>
View other sections		10am 11am								
196-137-2W7A: Certified Service Specialist	×	12pm								
Planned  Credits: 3 Credits Grading: Graded Instructor: Benoit, M 11/13/2019 to 12/11/2019		2pm 3pm		<u>801-198-281C</u> ×	801-136-2818	< 801-198-281C	× 801-136-2818	<		
Seats Available: 17 V Meeting Information Begister		4pm 5pm		196-190-2831		196-191-2831	Y			
<ul> <li>View other sections</li> </ul>		6pm 7pm								
196-190-2R31: Leadership Development	×	80m Sections v	with no mee	ting time						
✓ Planned		✓ 196-137	Certified Servic	Specialist Section	2W7A Faculty: Benoit	. м				×

8. You will then see a red box populate on the top of the page stating you must have a payment option in place the same day you register. To set up a payment plan or pay in full, select 'Pay for Registration' and follow the prompts. To follow up with Financial Aid, please call 800.247.7122 or email at FAO@gtc.edu



- 9. If you have any questions about your Academic Plan please either email or schedule an appointment with your Academic Advisor by calling student services at 800.247.7122.
- 10. To view or purchase books you may do so in person at the bookstore or at eFollett.com.