

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.

■ ► MY GATEWAY							A F
Interested in joining a student on now through March 6, 2 1 of 2		Enrolled students can get a RYDE Raci pass-first come, first serve. Stop in St Services1 2 of 2 <u>RYDE Racine</u> My Profile Name: ID:	udent	Request Assistance :: We care about your needs and would like to suppor you.	R R	Registration & Schedule Search for Courses	: A
2023FA-2023 Fall 04/04/23 06:30AM		Student Email: Balance: \$0.00 Schedule Appointment No Advisors assigned You will need to update your Personal Information_after 6/30/2023 UPDATE PERSONAL INFORMATION CHANGE PASSWORD		How can we help you? Basic Needs Assistance I Not Available Check Back Later		Register and Drop Courses Class Schedule My Progress Grades Academic Plan (Timeline) Unofficial Transcript	
Student Email	: 🖪	Classes	E	Success Team	×	Upcoming Events FEB 03 11:00 AM - 12:00 PM CLOSED Advising Jump Start (In Person)	: .

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

■ MY GATEWAY			
Interested in joining a student club? Join a club now through March 6, 2023. 😂 1 of 2 <u>Sign Up Here</u>	Enrolled students can get a RYDE Racine bus pass-first come, first serve. Stop in Student Services! 2 of 2 <u>RYDE Racine Bus Pass</u>		
 Welcome : Image: Image:	When Can I Register? : 2023SU-2023 Summer 04/04/23 06:30AM 2023FA-2023 Fall 04/04/23 06:30AM	Registration & Schedule : Image: Comparison of the second se	Quick Links : Excelored Configure 6 Excelored Configure 6 Excelo
Request Assistance :	Student Email : 🔳	Classes : .	Success Team :

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.

SELF-SERVICE Student Servers Control							٩	5 1291921 〔→		?
Academics · Student Planning · Plan & Schedule	•									
Plan and Register for courses							Search for	courses		
Schedule Timeline Advising Petitions	& Waivers									
< > 2019 Fall - +							Remove Planne	d Courses		
Filter Sections	ave to iCal		🔒 Print				Planned: 16 Credits	Enrolled: 0 Credits	Waitlisted:	0 Crei
196-129: Management Orientation	×	Î	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
✓ View other sections		8am								
		9am								
196-137: Certified Service Specialist	×	10am 11am								
✓ View other sections		12pm								
		1pm								
196-190: Leadership Development	×	2pm								
View other sections		Зрп								
		4pm								
196-191: Supervision	×	5pm								
		6pm								

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.

SELF-SERVICE Studied Services Costse				A 1291921		? I
Academics · Student Planning · Plan & Schedule						
Plan and Register for courses	Section Details		Search	for courses		(
Sc edule Timeline Advising Petitions & Wa	196-190-2W7A Leade 2019 Fall	ship Development				
-	Instructors	Ehlers, P (ehlersp@gtc.edu, 262-619-6684)				
< > 2019 Fall - +	Meeting Information	9/3/2019 - 10/1/2019 Internet, TBD (Lecture)	Remove Plan	ned Courses		
	Dates	9/3/2019 - 10/1/2019				
Tilter Sections	Seats Available	14 of 20 Total	Planned: 16 Credi	its Enrolled: 0 Cre	dits Waitliste	d: 0 Credi
	Credits	3				
	Grading	Graded	Thu	Fri	Sa	t
196-190: Leadership Development	Requisites	None				
✓ View other sections	Course Description	In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her tools as a modern leader. Each learner will demonstrate the application of: evaluating leadership effectiveness and organization requirements, using individual and group motivation strategies. Implementing mission and goals, observing ethical behavior, developing personal leadership style and adaptation, understanding the impact of power, facilitating employee development, coaching, managing change, and resolving conflict effectively. In State Section Cost: \$481.53 Section Type: Accelerated Prog Section.				
196-190-2W7A Leadership Development Seats Available: 14 Instructor: Filers, P Time: TBD	Information	Online This class is offered in an accelerated online format and will NOT run the full semester. This online class requires the use of Blackboard (internet) which will be available approximately one week before the first class session. Students are expected to read the announcements, syllabus, and complete (Learning Plan 1)	/	/		
Dates: 9/3/2019 - 10/1/2019 Location: Internet TBD (Lecture)	C	OSE Add Section				

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.

C & https://admin15.gtc.edu/Stu		ePlans?hideProx	yDialog=false					… ⊠ ☆	I	II\ 🖽
2019 Fall _ +						Remove Plann	ed Courses	Regi	ster Now	
Filter Sections	re to iCal		Print				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
Meeting Information Register		8am 9am							196-129-2R4A	
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>801-198-2R1C</u> ×	<u>801-136-2818</u> >	< 801-198-281C	× .	<		
Seats Available: 17 V Meeting Information Register		4pm 5pm		196-190-2R31 ×		196-191-2R31	×			
 View other sections 		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.