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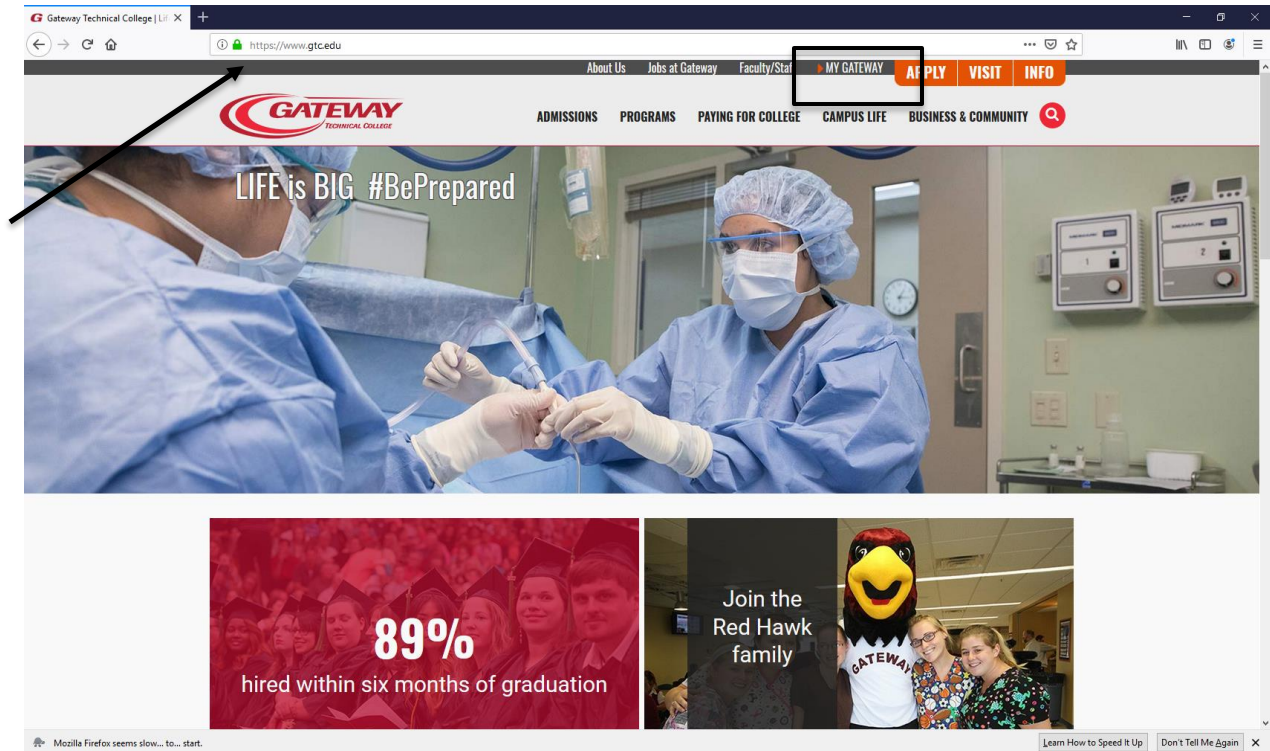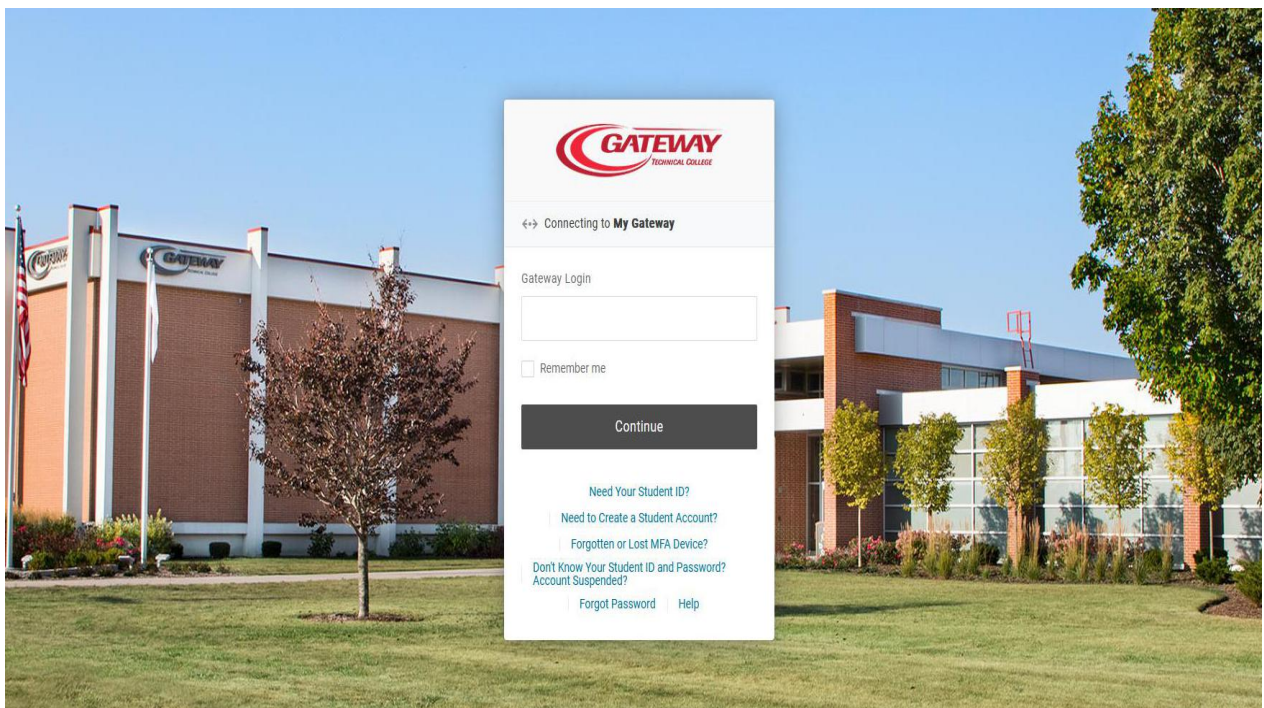**Quick Steps for Students**

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.
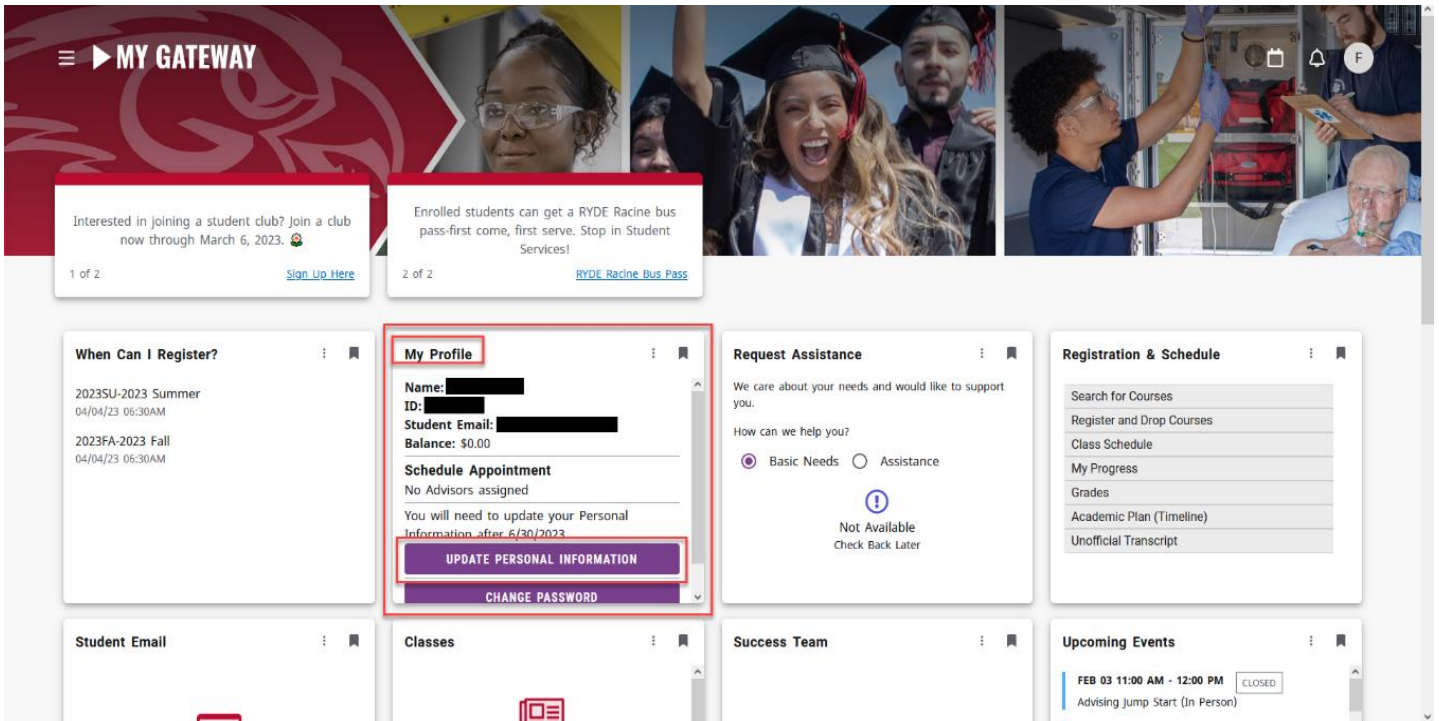

4. Now from the main dashboard, select the 'Register and Drop Courses' tab found within the 'Registration & Schedule' card.
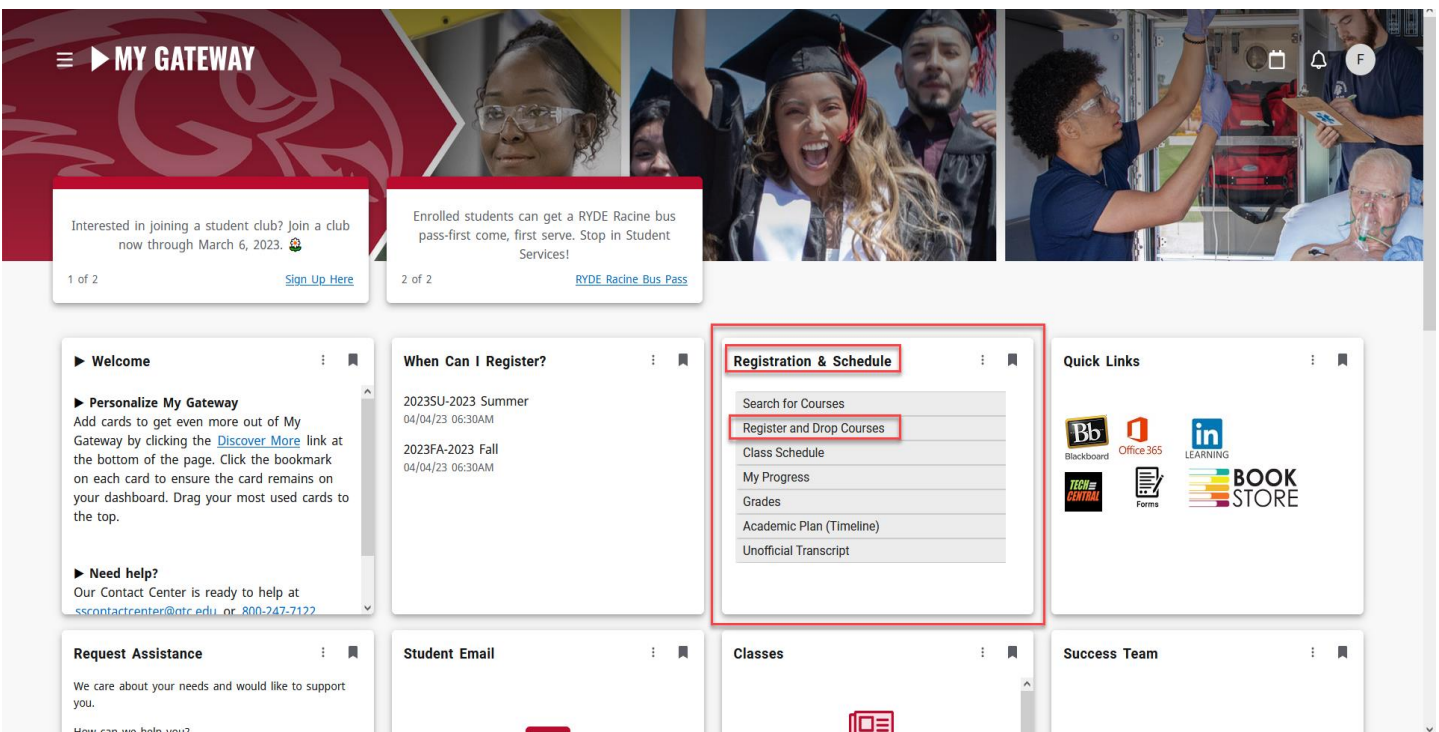
5. This will bring you to the Self-Service, Plan and Register for courses screen. If you don't see the term you want to register in, simply select the arrows on the left hand side to change the terms. You will then see a list of planned/recommended courses to take for that semester.
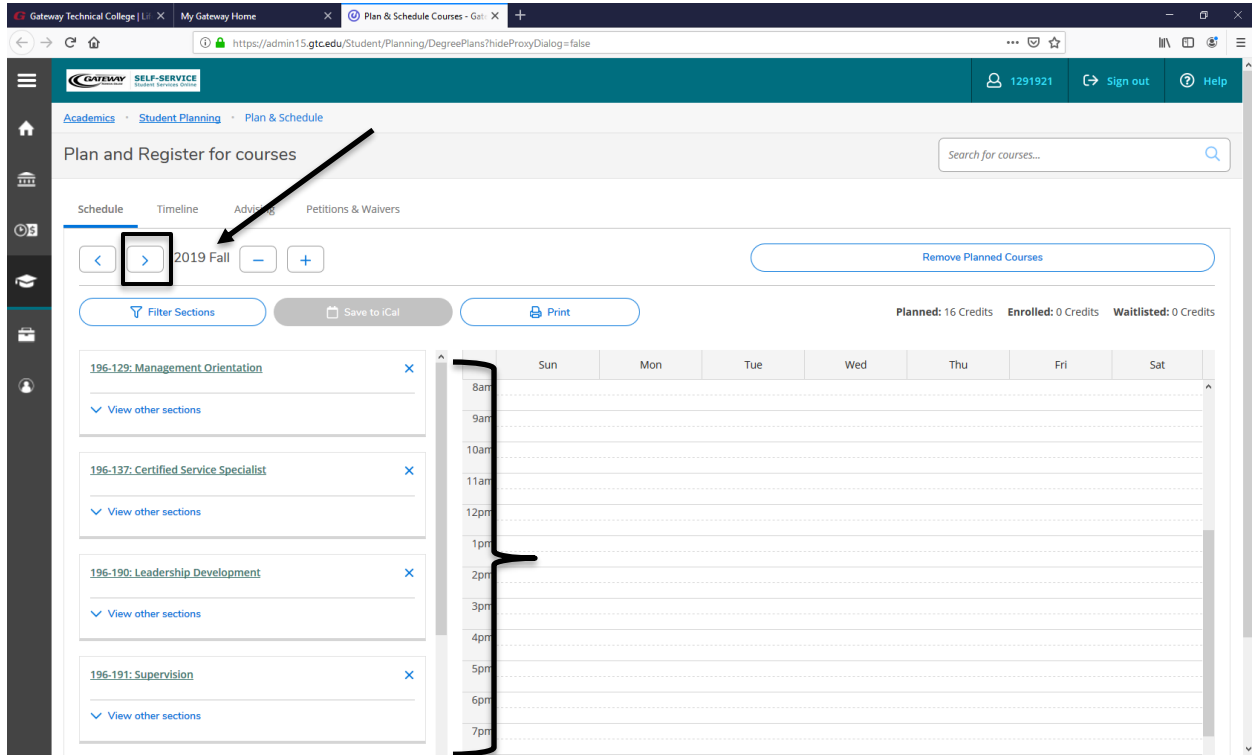
6. To plan course sections, select 'Filter Sections' then 'Location' you'd like to take the course at then select 'view other sections' and choose the campus date/time or online course you'd like to take. Then select 'Add Section' to add this course to your plan. Your course will then appear in yellow. Repeat until all courses have a section added.
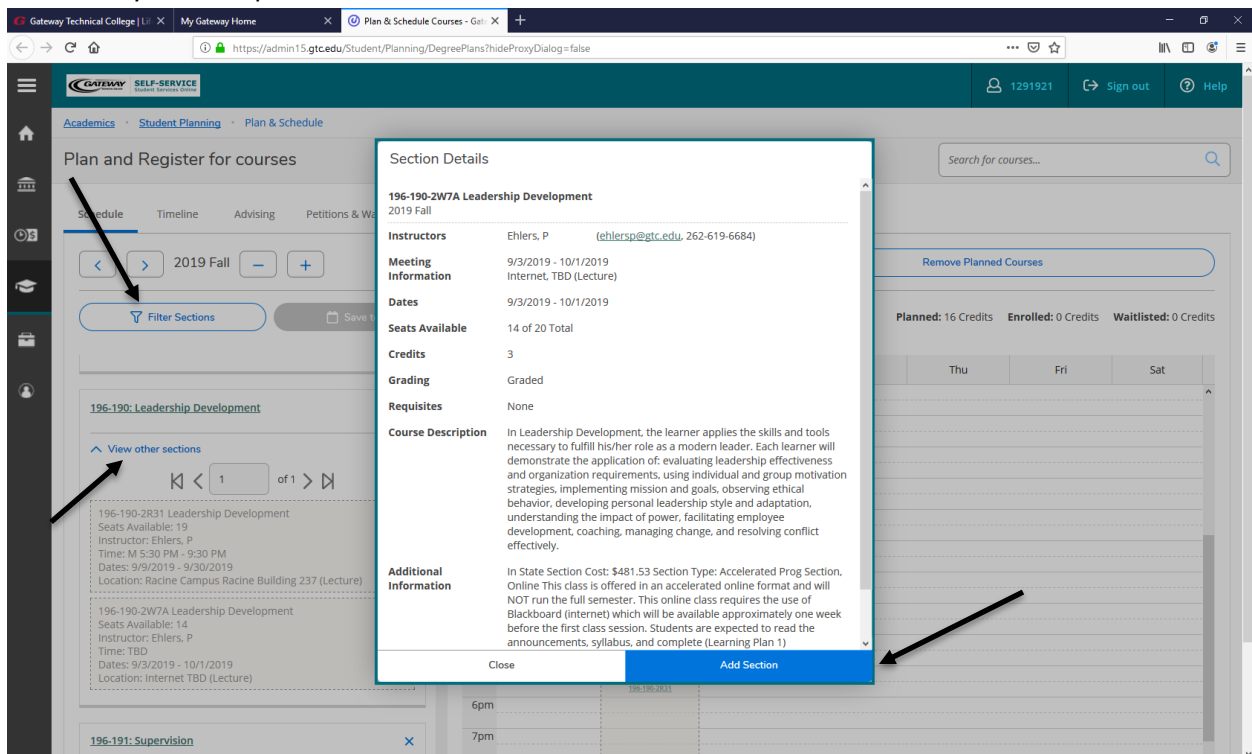
7. Once all courses have a section added, select the 'Register Now' link on the right hand side. Once this is selected all your planned courses should then state 'Registered, but not started' and have turned green.

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.