



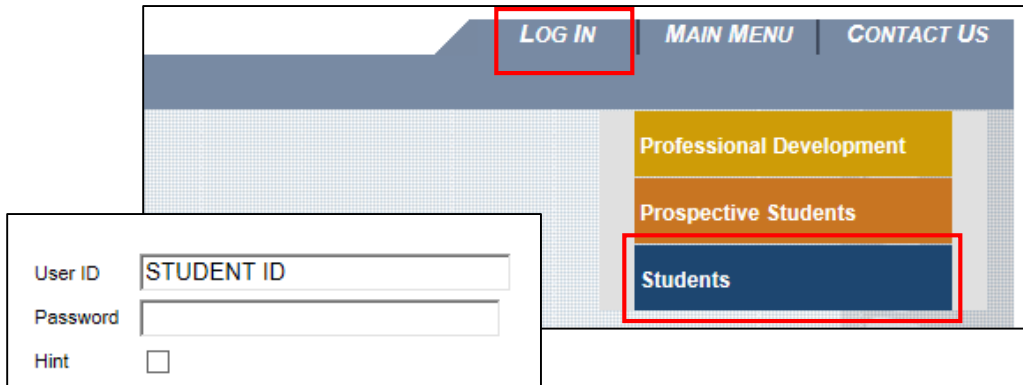
## Student Planning – How to Register Quick Steps for Students

### Sign in to Student Planning

1. Go to [gtc.edu](http://gtc.edu) click Current Students | WebAdvisor



2. Log in to WebAdvisor.  
Click **Log In**  
Enter your **User ID**, which is your student ID number  
Enter your **Password**  
Click **Students**



If you do not know your password, click on **What's My Password** in the lower right corner of the screen.



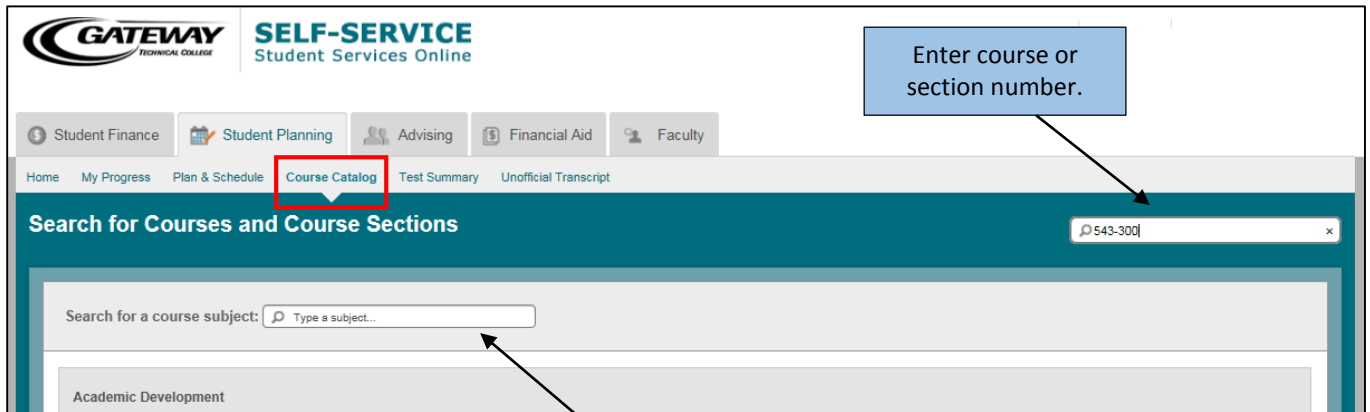
3. Click any link that starts with **NEW!!!** OR Click the **NEW!!! Register for Sections** link to go directly to Student Planning
4. Bookmark the Self-Service webpage



Click NEW!!! Register for Sections to go directly to Student Planning.

### Search & Register for a Course

1. If not in the Student Planning tab, click **Student Planning**
2. In the **Course Catalog** section in the Student Planning Tab enter the course number or search for a course by subject. You will find filtering options on the left.



Enter course or section number.

Search by subject.  
Or use subjects listed below.

3. Click **View Available Sections** to see all sections being offered

**543-300 Nursing Assistant (3 Credits)** Add Course to Plan

The Nursing Assistant course is 120 hours in total and is offered numerous times throughout the district. The course prepares students to perform basic nursing skills in caring for clients in various health care settings. A certificate is awarded upon successful completion of this course and graduates are eligible to competency test for placement on the Wisconsin Nursing Assistant/Home Health Aide Registry.

**Requisites:** None

View Available Sections for 543-300

**2016 Spring**

**Nursing Assistant 3B1B** Add Section to Schedule

Runs from 2/15/2016 - 4/12/2016

Seats	Times	Locations	Instructors
10	M/T/W/Th 10:15 AM - 2:15 PM 2/15/2016 - 3/15/2016	Elkhorn Campus, Main Campus 125 Lecture	Holder, H
	M/T/W/Th 10:15 AM - 2:15 PM 3/16/2016 - 4/12/2016	Elkhorn Campus On-Campus Laboratory	

4. Find the Section (location, date and time) you want to register for
5. Click **Add Section to Schedule**
6. Click the **Plan & Schedule** section in the Student Planning  
Your course section will be listed on the left and display in your schedule
7. **Confirm** this is the section you want to register for
8. **Click Register** in the course section area on the left OR **Register Now** in the upper right

Student Finance | Student Planning | Advising | Financial Aid

Home | My Progress | **Plan & Schedule** | Course Catalog | Test Summary | Unofficial Transcript

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising

2016 Spring Remove Planned Courses | Register Now

Filter Sections | Save to iCal | Print Planned: 3 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

543-300:3BB1: Nursing Assistant

Planned

Credits: 3  
Grading: Graded  
Instructor: Holder, H  
Instructor: Mueller, K  
1/28/2016 to 4/21/2016  
Seats Available: 14

Meeting Information

Register

View other sections

Sun Mon Tue Wed Thu Fri Sat

11am  
12pm  
1pm  
2pm  
3pm  
4pm  
5pm

Use this Register button to register for the specific section listed.

If registering for multiple courses, use the Register Now button to register for all courses displayed on your schedule.

9. Once registered, your course section will say **Registered** and turn green  
***You are now registered!***

The screenshot shows a web-based student planning tool. At the top, there are navigation tabs for Student Finance, Student Planning, Advising, Financial Aid, and Faculty. Below these are links for Home, My Progress, Plan & Schedule, Course Catalog, Test Summary, and Unofficial Transcript. The main heading is "Plan your Degree and Schedule your courses" with a search bar. The interface is set to "2016 Spring" and includes a "Register Now" button. A summary bar shows "Planned: 3 Credits", "Enrolled: 5 Credits", and "Waitlisted: 0 Credits". The main area is a calendar grid with days of the week (Sun-Sat) and times (7am-2pm). Two course sections are listed on the left, both marked as "Registered" with a green checkmark. The first section is "401-143-3094- Downell Accounting" (Credits: 2, Grading: Graded, Instructor: TBD, 1/13/2016 to 4/20/2016). The second section is "107-011-3B1A: IT in Business" (Credits: 3, Grading: Graded, Instructor: Usakar, C, 1/11/2016 to 2/24/2016). The calendar shows green blocks for these courses on Monday and Wednesday mornings.



Questions related to Student Planning?  
Contact the Student Services Contact Center at 800-247-7122