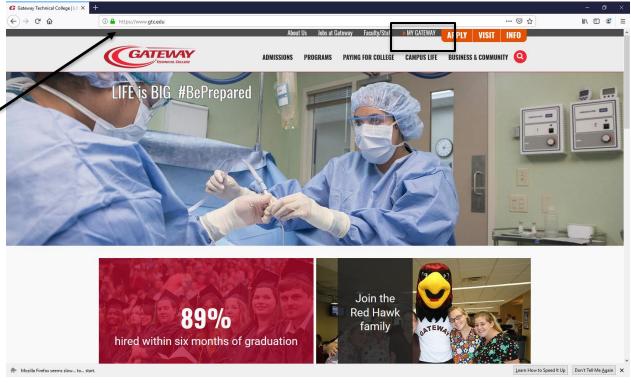


## Student Planning – How to Register Quick Steps for Students

## Sign in to Student Planning

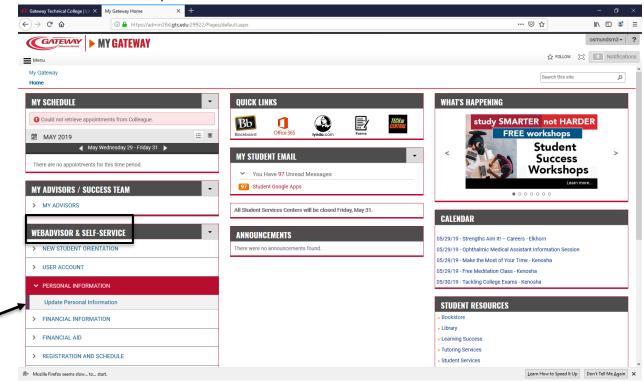
1. Go to gtc.edu select 'My Gateway'



2. Enter your Gateway Login, (which is your student ID number), your Password and select 'Log In'

TECHNICAL	gtcedu/dp/profile/SAML2/Redirect/SSO?execution=e1s2           Gateway Login           1291921	··· 🖻 🏠	II\ © © ≡
TECHNICAL	Coultage 1291921		
Campusabs 🔆 NEOGOV	Password Pease		

3. On the left-hand side of the screen under the WebAdvisor/Self-Service heading select the 'Personal Information' tab and then select 'Update personal Information.' Once your information is updated select 'Submit' at the bottom of the screen.



4. Now select the 'Registration and Schedule' tab and the select 'Plan and Schedule'

→ C <sup>i</sup>	du:29922/Pages/default.aspx	··· 🖂 🖓	1 🗉 🔅
CATEWAY   MY GATEWAY		osm	mundsm3
		会 FOLLOW [2]	0 Notifi
Menu	MY STUDENT EMAIL	Success	
There are no appointments for this time period.	<ul> <li>You Have 97 Unread Messages</li> </ul>	Workshops	
	97 Student Google Apps	Learn more	
MY ADVISORS / SUCCESS TEAM		• • • • • • • • • • • • • • • • • • • •	
> MY ADVISORS	All Student Services Centers will be closed Friday	, May 31.	
		CALENDAR	
WEBADVISOR & SELF-SERVICE	ANNOUNCEMENTS	of (00 (10) Character Alex Million Children	
> NEW STUDENT ORIENTATION	There were no announcements found.	05/29/19 - Strengths Aim It! – Careers - Elkhorn 05/29/19 - Ophthalmic Medical Assistant Information Session	
		05/29/19 Opinium in Medicul Assistant information session 05/29/19 - Make the Most of Your Time - Kenosha	
> USER ACCOUNT		05/29/19 - Free Meditation Class - Kenosha	
> PERSONAL INFORMATION		05/30/19 - Tackling College Exams - Kenosha	
> FINANCIAL INFORMATION		STUDENT RESOURCES	
> FINANCIAL AID		Bookstore	
7 FINANCIAL AID		- Library	
✓ REGISTRATION AND SCHEDULE		Learning Success	
When Can I Register?		Tutoring Services	
		Student Services     Student Life	
Search for Courses		Student Ene     Student Handbook	
Plan and Schedule	>	College Policies	
Register and Drop Courses		Provost's Honors	
View Dropped/Deleted Courses		Scholarships	
·····		- Gateway Go App	
My Class Schedule		Campus Safety	
Program Evaluation/My Progress		<ul> <li>Learn to be Safe: Title IX Interactive Training</li> </ul>	

5. This will bring you to self-service to plan course. 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.

🕼 Gateway Technical College   Lif: 🗙 My Gateway Home 🛛 🗙 🕐 Plan & Schedu			- 0 ×		
← → C û https://admin15.gtcedu/Student/Plannin		⊌ ☆	III\ 🖸 📽 🗉		
ELF-SERVICE International Anticipation			٨		Sign out 🕜 Help
Academics · Student Planning · Plan & Schedule					
Plan and Register for courses			Search for co	ourses	Q
Schedule Timeline Advise Petitions & Waivers					
<ul> <li>&lt; &gt;&gt; 2019 Fall − +</li> <li></li> </ul>			Remove Planned	Courses	
▼ Filter Sections	Print		Planned: 16 Credits	Enrolled: 0 Credits	Waitlisted: 0 Credits
196-129: Management Orientation X	Sun Mo	on Tue	Wed Thu	Fri	Sat
✓ View other sections	9an				
196-137: Certified Service Specialist X	10am 11am				
View other sections	12pm				
196-190: Leadership Development X	1pm 2pm				
✓ View other sections	Зрт				
196-191: Supervision X	4pm 5pm				
✓ View other sections	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.

C 🕼 🛈 🕀 https://admin15.gtc.edu/Student		… ⊠ ☆	1	II\ 🖸 🤅		
SELF-SERVICE Modent Service Ortine			٤	3 1291921	C→ Sign out	(?) H
Academics · Student Planning · Plan & Schedule			_			
Plan and Register for courses	Section Details		Search for	courses		
Scredule Timeline Advising Petitions & Wa	<b>196-190-2W7A Leader</b> 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 Planne	d Courses		
\[     \]     \[     \]     Filter Sections     \[     \]     Save t     \[     \]	Dates	9/3/2019 - 10/1/2019	Planada 46 Condition	Franklands of Const		the card
Filter Sections	Seats Available	14 of 20 Total	Planned: 16 Credits	Enrolled: 0 Cred	uts waitliste	a: o Credi
	Credits	3	Thu	~		
	Grading	Graded	Inu	Fri	Sa	ţ
196-190: Leadership Development	Requisites	None				
∧ View other sections $     < 1$ of $1 >   $	Course Description	In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role 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,				
196-190-2R31 Leadership Development Seats Available: 19 Instructor: Ehlers, P Time: M 5:30 PM - 9:30 PM Dates: 9/9/2019 - 9/30/2019	Additional	understanding the impact of power, facilitating employee development, coaching, managing change, and resolving conflict effectively.	Search for courses   Remove Planned Courses  Planned: 16 Credits Enrolled: 0 Credits Waitlistee  Thu Fri Sa			
Location: Racine Campus Racine Building 237 (Lecture) 196-190-2W7A Leadership Development Seats Available: 14 Instructor: Ehlers, P Time: TBD	Information	Online This class is offered in an accelerated online format and will NOT run the full semester. This online dass 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				
	6pm	196-190-2831				
	7pm					

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	×			
<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.