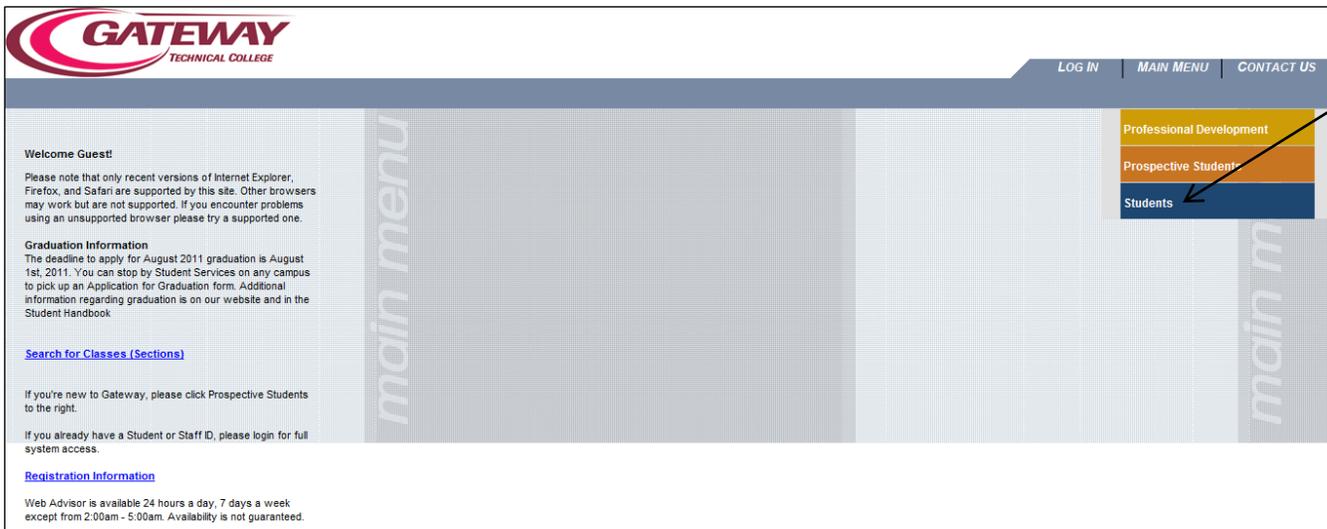


A guide to using WebAdvisor – How to Register for Classes



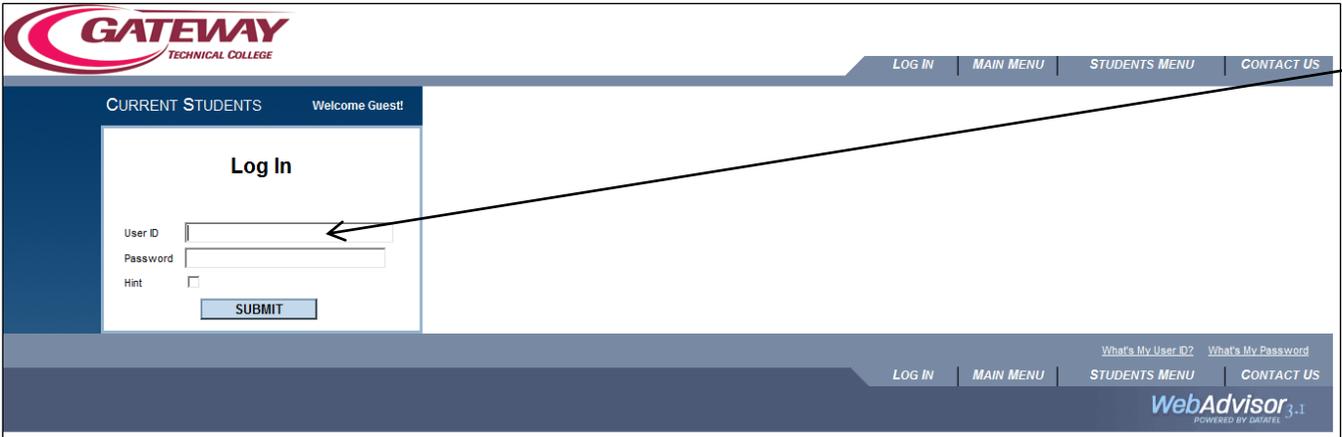
Go to **gtc.edu** and click the WebAdvisor button at the top of the page.



Click "Students"



Click "Log In"



Enter User ID and Password

Click "Submit"

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

Log In / Log Out

[Log Out](#)

User Account

[What's my User ID?](#)
[Send me a new password](#)
[Change Password](#)
[Change Address/Phone/Email](#)

Personal Information

[Update Personal Information](#)

Financial Information

[Account Summary by Term](#)
[Gateway Technical College Payment Plan](#)
[FA Release Statements](#)
[Make a Payment](#)
[Select 1098T Delivery Option](#)
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Financial Aid

[Financial aid award letter](#)
[Accept or reject my FWS and/or loan offer](#)
[Reduce my requested loan amount](#)
[Financial aid award by term](#)
[Current financial aid status](#)

Communication

[My Documents](#)

Search for Sections

[Search for Sections](#)

Registration

[When Can I Register?](#)
[Register for Sections](#)
[Register and Drop Sections](#)
[Student's Dropped/Deleted Courses](#)

Academic Profile

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[Program Evaluation/Degree Audit/Graduation Audit](#)
[Test Summary](#)
[My class schedule](#)
[My profile](#)
[Withdraw from a Program](#)

Click "Register for Sections"

CURRENT STUDENTS

Register for Classes

Please choose which type of registration you would like to use:

[Search and register for classes](#)

Use this option if you would like to **search** for classes, add them to your preferred list of classes and then register for them.

[Express registration](#)

Use this option if you know the exact class number of the classes for which you wish to add to your preferred list and then register. (Example: 107-101-2K1A)

[Register for previously selected classes](#)

Use this option if you have already placed classes on your preferred list and would like to now register.

[Drop classes](#)

Use this option if you would like to drop a class. (Other choices also allow you to drop a class while you register for another.)

Are you ready for Distance Learning? Click the READI icon for more information and to take the READI assessment.

OK

Click "Search and Register" if you do not have class number.

Click "Express Registration" if you have class number.

Express Registration

Term	Class #
2011FA - 2011 Fall	801-136-2b11
2011FA - 2011 Fall	103-199-2b11

SUBMIT

Select Term

Enter Class Number

Click "Submit"

Register and Drop Sections

IMPORTANT!
On March 8th, Gateway will convert to using the same login and password for Web Advisor, Student Email, and Blackboard. In preparation for that change, Gateway will need your current address and will need you to select a security question and answer. To accomplish this you will have to complete the **Update Personal Information** option from the **Personal Information** section of the [Student Menu](#) before you will be able to register.

If you are going to drop a class on the same day that it starts, you will need to come in person to [Student Services](#) before the time of the first class meeting to process the drop and receive a full refund. Dropping a class on the same day that it starts using this system will result in only a partial refund.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	Fees
RG - Register	2011 Fall	103-199-2B11 (02021) PC Basics/MS Office	Burlington Center	09/07/2011-12/14/2011 Lecture Wednesday 04:45PM - 08:45PM, Room to be Announced	C. Ucakar	10 / 18	3.00	366.43
RG - Register	2011 Fall	801-136-2B11 (01108) English Composition 1	Burlington Center	09/12/2011-12/19/2011 Lecture Monday 06:00PM - 09:00PM, Room to be Announced	J. Gleason	5 / 25	3.00	366.43

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	Fees
<input type="checkbox"/>	2011 Summer		997-428-1KDB (05753) Staff Development Seminar	Kenosha Campus	07/06/2011-07/06/2011 Staff Development Wednesday 08:30AM - 12:30PM, Room to be Announced	M. Hunter	1.00	0.00

SUBMIT

Verify class information is what you wanted.

Select action for each class.
(RG-Register to register for the class)

Click "Submit"

CURRENT STUDENTS

Registration Results

801-136-2B11 - Course 801-136 prerequisites have not been started.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	Fee
2011 Fall	Registered for this section		103-199-2B11 (02021) PC Basics/MS Office	Burlington Center	09/07/2011-12/14/2011 Lecture Wednesday 04:45PM - 08:45PM, Room to be Announced	C. Ucakar	3.00	366.43
2011 Fall	UNSUCCESSFUL registration		801-136-2B11 (01108) English Composition 1	Burlington Center	09/12/2011-12/19/2011 Lecture Monday 08:00PM - 09:00PM, Room to be Announced	J. Gleason		366.43

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	Fee
2011 Fall		103-199-2B11 (02021) PC Basics/MS Office	Burlington Center	09/07/2011-12/14/2011 Lecture Wednesday 04:45PM - 08:45PM, Room to be Announced	C. Ucakar	3.00	366.43
2011 Summer		997-428-1KDB (05753) Staff Development Seminar	Kenosha Campus	07/06/2011-07/06/2011 Staff Development Wednesday 08:30AM - 12:30PM, Room to be Announced	M. Hunter	1.00	0.00

OK

Registration Results

Registered for section (class)

Unsuccessful registration (prerequisite not met)

Click "Ok"

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

CURRENT STUDENTS

Pay on My Account

IF YOU WANT TO ENROLL ON THE PAYMENT PLAN PLEASE GO BACK TO THE STUDENTS MAIN MENU AND USE THE PAYMENT PLAN SCREENS. This current screen will not put you on the Payment Plan. Payment Plan for 2011 Summer is open for enrollments from April 11, 2011 through June 3, 2011 and for 2011 Fall from August 1, 2011 through September 16, 2011.

For students with a financial aid deferment on record, no payment is due at this time. If you are fully funded through a scholarship or authorization (employer, agency, school) no payment is due. Click Main Menu at bottom of screen to exit. If you have partial funding, make your payment at Student Services. For students with "Other Fundings" your "Balance" has been adjusted to reflect other funding available and no term balance will be displayed. Check My Account Summary by Term for more detail.

Payment for upcoming semester can not be processed on line until current and prior semesters are paid in full. It takes 1 working day to update a registration hold after a web payment is made.

After all non-tuition charges and a separate \$40 deposit have been paid, you may make partial or full payment until the \$40 deposit expires. The \$40 non-refundable deposit is waived for all 2011 Summer students, but a payment option must be in place by May 3, 2011 to remain in all 2011 summer classes. One \$40 non-refundable deposit will hold 2011 Fall classes until August 25, 2011. A payment option must be selected by those dates to prevent being dropped from all active classes.

Payments are semester specific and do not automatically transfer to cover charges on another semester. Students should contact Student Services during standard business hours to request payment be moved to another semester or should make a payment for each semester to hold them in the classes. See payment options at our website.

[Click here to view payment options](#)

* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Other Fundings	Pending Fin Aid
	366.43	2011 Fall, Student Receivable	366.43	0.00	0.00	0.00

Total Amount Due 366.43

Payment Type*

SUBMIT

Review payment information.

If payment is required, enter payment amount, payment type.

Click "Submit"

If no payment is required at this time, click "Main Menu".

GATEWAY
TECHNICAL COLLEGE

LOG IN | MAIN MENU | CONTACT US

Welcome Guest

Please note that only recent versions of Internet Explorer, Firefox, and Safari are supported by this site. Other browsers may work but are not supported. If you encounter problems using an unsupported browser please try a supported one.

Graduation Information
The deadline to apply for August 2011 graduation is August 1st, 2011. You can stop by Student Services on any campus to pick up an Application for Graduation form. Additional information regarding graduation is on our website and in the Student Handbook.

[Search for Classes \(Sections\)](#)

If you're new to Gateway, please click Prospective Students to the right.

If you already have a Student or Staff ID, please login for full system access.

[Registration Information](#)

Web Advisor is available 24 hours a day, 7 days a week except from 2:00am - 5:00am. Availability is not guaranteed.

Professional Development
Prospective Students
Students

Click "Students"

GATEWAY
TECHNICAL COLLEGE

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WebAdvisor 3.1
POWERED BY DATATEL

Click "My Class Schedule" to print schedule and ensure all classes are registered appropriately.

GATEWAY
TECHNICAL COLLEGE

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

CURRENT STUDENTS

My class schedule

Term

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Select term

Click "Submit"

Print schedule for your records.