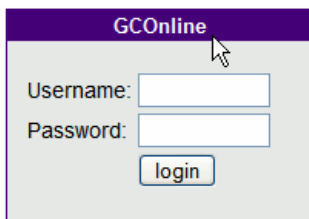


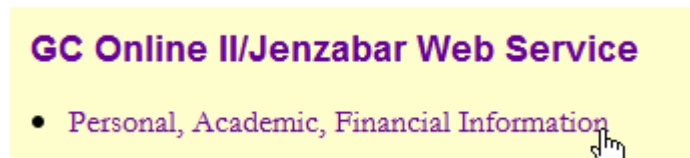
ONLINE REGISTRATION SCHEDULE AND INSTRUCTIONS

Academic Year 2008-09

1. Use the following instructions to register for courses online. If you have not done this at Goshen College before, have a friend walk you through the process. Or you may come to the registrar's office for one-on-one instruction.
2. Online registration, your ability to drop and add courses, for academic 2008-09 will open on Monday, August 25 at 8:00 a.m. and remain open until Monday, September 8 at 5:00 p.m.
3. To register for courses or to make changes in previous registration, login to GC Online (this can be done from GC's On Campus page: www.goshen.edu/oncampus.)



4. Click on the "Personal, Academic, Financial Information" box in the GC Online II/Jenzabar Web Service box.

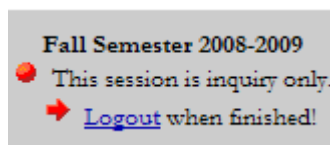


This is what you will see:

Personal, Academic, Financial Information



If you see a red dot in the upper right corner (see screen shot below), indicating registration is NOT currently open for you, make sure you have the correct term selected and that registration should be open (2008 Fall registration opens on 8/25 at 8:00 a.m. and ends on 9/8 at 5:00 p.m.) If registration is still not open for you, please contact the registrar's office right away at registrar@goshen.edu or 535-7517.



To add courses:

- Click on “Course Search” in the grey task bar. Make sure the desired term and year are displayed in the selection window. Click on the “Change” button if you wish to change the default term year.

Personal, Academic, Financial Information



- Select the individual department, e.g. Bible. Ignore other windows on this screen. Click on the “Search” button at the bottom of the screen (you may need to scroll down to see this button).

Detailed Search for Courses: Fall Semester 2007-2008

Show: open and full classes, open classes only, or full classes only.

<p>Meeting days:</p> <p>OK <input type="checkbox"/> Mon</p> <p>OK <input type="checkbox"/> Tue</p> <p>OK <input type="checkbox"/> Wed</p> <p>OK <input type="checkbox"/> Thu</p> <p>OK <input type="checkbox"/> Fri</p> <p>OK <input type="checkbox"/> Sat</p> <p>OK <input type="checkbox"/> Sun</p>	<p>BIBL - Bible <input type="button" value="v"/> Department</p> <p><input type="text"/> Part of the course name</p> <p><input type="button" value="v"/> Subterm Courses</p> <p>(no limit) <input type="button" value="v"/> beginning class time</p> <p>(no limit) <input type="button" value="v"/> ending class time</p> <p>(no limit) <input type="button" value="v"/> or higher course numbers.</p> <p>(no limit) <input type="button" value="v"/> or lower course numbers.</p>
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Return courses per page

- Add courses to your schedule by simply clicking on the “Add” link in the Action column to the right. This will automatically check for prerequisites, time conflicts and seat availability. The “Seats Open” column indicates available spots in the course.

Section	Course Name	Instructor(s)	Seats Open	Hours	Meets	Action
BIBL 100	Knowing the Bible	Jo-Ann Brant	76/76	3	MWF (3:00 pm-3:50 pm)	Add
BIBL 200	Reading the Bible	Paul Keim	80/80	3	TR (9:30 am-10:45 am)	Add

- Additional course information is available by clicking on a specific course (dept and number.)

Section	Course Name
BIBL 100	Knowing the Bible

- If the course is full (red dot) you can still be added to the wait list by adding the course to your schedule. Click on the “Check” button in the Action column then click the “Waitlist This Class” link.

Section	Course Name	Instructor(s)	Seats Open	Hours	Meets	Action
COMM 202	Oral Communication	Patricia McFarlane	0/25	3	MTWRF (8:00 am-9:30 am) MTWRF (10:30 am-12:00 pm)	Check

- You may now see your position on a course waitlist. Look for the View Waitlisted Courses link in Academic Services box on the main GC Online page. You may also see your SST registrations in the Academic Services box. See below.

Academic Services

- [Convocation/Chapel Attendance](#)
- [Degree Application](#)
- [Degree Application \(Advisor\)](#)
- [View Waitlisted Courses](#)
- [View SST Course Status](#)

- To select additional courses that aren’t displayed on your screen (or to register in another term), return to “Course Search” and repeat the process.
- After all courses are selected, you can review your course schedule by returning to the opening screen and clicking on “My Schedule”.

To drop courses:

- In the “Academic” tab, click “My Schedule” on the gray task bar. Make sure the desired term and year are displayed in the selection window. Click on the “Change” button if you wish to change the default term year.
 - The “Action” column on the far right will allow you to drop courses.
- Unfortunately, the Jenzabar software won’t let you select course grading plans. If you want a grade plan (ex. Credit/No), other than the default letter grade, you will need to come to the registrar’s office and complete a change card by the final day of the drop/add period (5:00 p.m.).
 - If you are taking an approved individualized course that is not on the standard course offering list, you will need to register in person for that course in the registrar’s office.
 - All SST registration (including changes) must be processed in the registrar’s office.
 - If you have any problems with Online Registration, please call or stop by the Registrar’s Office, AD 06, ext. 7517.**