

Web Registration

On-line registration is open to **new students** after you receive your Garrett e-mail account. A message will be sent to your new account with instructions and your student ID number.

STUDENT WEB FUNCTIONALITY

Students' functionality:

view/update personal information	view unofficial transcript	view account balances
reserve courses	calculate GPA "what-ifs"	pay account online (soon)
view course offerings	view faculty directory	

Signing On

To access the Student Web go to the Campus Web (<http://campusweb.garrett.edu/>) and select Student Web from the sidebar on the left.

You will find your Garrett ID number in the email with these instructions. Contact Andrea Leftwich (<mailto:andrea.leftwich@garrett.edu>) if you have any difficulty.

Password codes

- Initial password code is the last 4 digits of SS#.
- On first login, the user is prompted to **change the password** code to one of his/her choice.
FIRST TIME ONLY – SET your password 4-8 characters-alpha numeric
You will need to enter the password twice.
- If you forget your password code and no longer have access to your Garrett email address, call Micah Boon 847.866.3951 to update your Garrett email account and request a new password code.

Registration

Step 1. Click on **MY SCHEDULE**.

Select the term you wish to register for from the drop down menu and press change. A green button with **registration open** will appear if you are eligible to register.

The MY SCHEDULE screen shows all the courses that have been selected and which ones need to be finalized. Courses will be labeled [**Crs Resvd**] until finalized by your advisor during orientation.

Step 2. You add courses to your schedule through COURSE SEARCH.

Look for courses on the COURSE SEARCH screen by typing in part of the course's title, selecting the days or times available to you, or by selecting a level of course. To view all courses, leave all fields at their default settings and press the Search button near the bottom of the screen.

If you see the course you want, click on **Add** to add it to your class schedule. If you are not sure about a course, **CLICK ON THE COURSE NUMBER** to see more information. On the next screen there will be a course description, details and a link to the syllabus (when available). If you want this course click on [*add this class.*](#)

Be careful of the warnings. If you took this class before and do not have a petition on file in the registrar's office to repeat this course, it will not count twice toward graduation. The computer does not know who has a petition on file so it lets you know it is a repeat.

Click on the schedule to see the [*crs resvd*](#) tag.

Step 3. Before meeting with your advisor:

- If you reserved an **800-level** course and are a masters student, e-mail the professor of the course and ask permission to take the course.
- If you want to add a **NU or cross-registration** course, come to the registrar's office for the additional forms. Students are only available for cross-registration after their first semester.
- If you are adding **CPE**, see Nancy Twichell in the Field Education office for the additional forms.
- If you are adding an **independent study** course, print the form off the web or campusweb, complete with the professor involved and bring this form to the registrar's office.

Step 4. Now you are ready for orientation where you will meet with your advisor to finalize your registration.

- Advisors must finalize all courses (this can also be done on the student web) **TO COMPLETE REGISTRATION.**
- Tuition must be paid to be enrolled. See note in the registration packet.

ADVISORS APPROVAL

If you are admitted to more than one degree program, the degree can be selected before the advisor clicks on **Aprv** by clicking on the degree code after the course number.

Only your advisor has access to your course history. When you change advisor's your former advisor will not have access.

If you are in two degrees you will have two advisors but each one will only have access to the appropriate degree program.

When all of your courses have been approved by your advisor, then registration is complete.

CONGRATULATIONS

If you need assistance, help is available in the student computer lab or through the registration staff.

Abbreviations:

Days of the week: **R** = Thursday **S** = Saturday **U** = Sunday

Degree/Programs:

Doctor of Philosophy = **PH**

Doctor of Ministry = **DM**

Master of Theological Studies = **TS**

Master of Divinity = **DV**

Master of Arts in:

Christian Education = **MC**

Music Ministry = **MM**

Pastoral Care & Counseling = **MP**

Spiritual Formation & Evangelism = **MS**

Course of Study = **CS**

United Methodist Certification = **UM**

Enrichment = **SP**

GPA Calculator: Quality Points for 4.0 grading scale

A	4.0	C+	2.3	
A-	3.7	C	2.0	
B+	3.3	C-	1.7	
B	3.0	D	1.0	} does not count toward graduation
B-	2.7	F	0	} does not count toward graduation