

## Registration for new students


Here is an overview of the advisor's process:

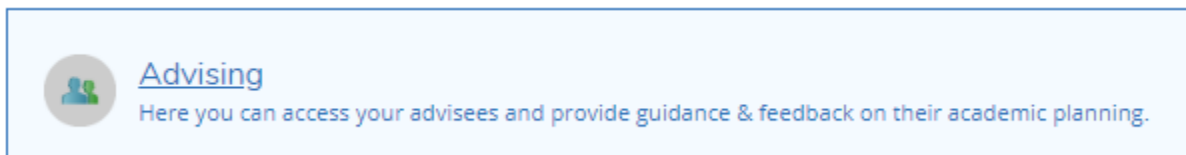
1. Admissions will connect the advisors and the students, once accepted
2. Advisors will choose the courses from the Course Catalog and place them onto the Timeline
3. Advisors will approve the courses on the Course Plan
4. Advisors and students will choose the sections on the Course Plan \*using the calendar view
5. Advisors will hit the "register now" button to register the students

Reminders:

- **Fall accepts taking Summer courses:** Advisors will need to contact the Registrar's Office when a student will be taking a Summer course before they can be registered, the Registrar's Office will have to revise their start date.
- **Petition for credit overload:** Main Campus students who would like to take more than 18 credits must obtain the approval of their advisor. The advisor must request the overload approval from the Assistant/Associate Dean. The Assistant/Associate Dean will send the Registrar an email approving the overload, if applicable. The email must include the student name, term in which the student is registering, course that will bring them over the 18 credits. Once the Registrar receives that information, the waiver will be entered into Colleague. Then student should be able to register online.
- **Requisite waivers:** If a student is trying to take a course that requires a pre-requisite or co-requisite and you would like to allow them to take the course at another time, then you will need to request a "requisite waiver" from the Dean of the School in which the course is housed.
- **Overload closed sections:** The Registrar's Office cannot overload a section without the approval of the Dean. Please contact the Dean and she will contact the Registrar's Office if approved.
- **Don't forget to check the Advisor FAQ document on the Registrar's PORTAL page.**

Instructions:

1. Go to the GMercyU portal page and click on the Colleague Self-Service icon .
2. It will bring you to the Colleague Self-Service home page.
3. Click on the Advising tile

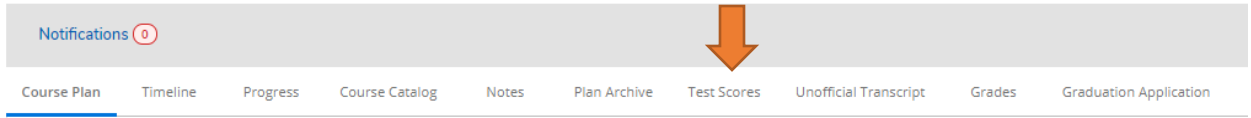


4. Enter the student's name (first three letters of the last name , first three letters of the first name) and then hit "Enter" or click on the magnifying glass to the right.

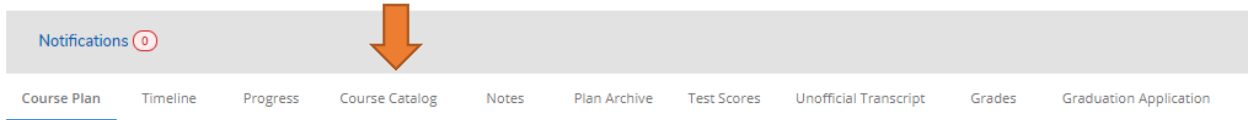
[View Details](#)

5. Click on the "View Details" button to the right of the student's name

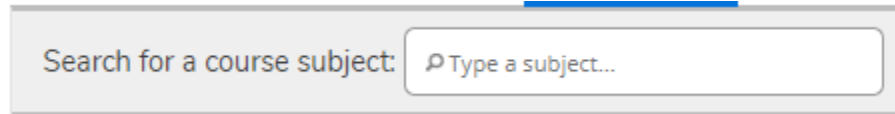
- Click on the "Test Scores" tab in the middle of the page to see the student's test scores



- Click on the "Course Catalog" tab



- Enter the Course Subject in the "Search" box



- Click on the Course Subject to reveal all of the courses offered in that subject.
- You can use the "Filter" on the left hand side to only view Open Sections, or Main Campus sections only, etc.
- To find how many seats are available in a section, click on the "View Available Sections" for the course that you are interested in and then click on the Course Section.

A screenshot of a course catalog page. At the top, there is a navigation bar with tabs: 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Grades', and 'Graduation Application'. Below the navigation bar, there is a 'Filter Results' sidebar on the left and a main content area on the right. The sidebar has sections for 'Availability', 'Subjects', 'Locations', 'Show All Terms', and 'Days of Week'. The 'Subjects' section has 'History (36)' selected. The main content area shows 'Filters Applied: History X' and 'HIS-101 West Civil to 1648 (3 Credits)'. Below this, there is a yellow banner that says 'This course is planned.' with a checkmark icon. Below the banner, there are 'Requisites: None' and 'Locations: Main Campus'. A section titled 'View Available Sections for HIS-101' is expanded to show 'Fall 2020'. Under 'Fall 2020', there is a section for 'HIS-101-TEST West Civil to 1648'. Below this, there is a table with columns for 'Seats', 'Times', 'Locations', and 'Instructors'. The table has one row with the following data: Seats: 25, Times: M/W/F 9:00 AM - 10:00 AM 8/15/2020 - 12/31/2020, Locations: Main Campus, Connelly Faculty Center TR Lecture, Instructors: TBD. Orange arrows point to the 'This course is planned.' banner, the 'View Available Sections for HIS-101' section, and the 'Fall 2020' section.

12. The “Sections Detail” page will show you how many seats are taken and the section capacity.

**Section Details**

**HIS-101-TEST West Civil to 1648**  
Fall 2020

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**Instructors** TBD

**Meeting Information** M, W, F 9:00 AM 10:00 AM  
8/15/2020 - 12/31/2020  
Main Campus, Connelly Faculty Center TR (Lecture)

**Dates** 8/15/2020 - 12/31/2020

**Seats Available** 25 of 25 Total

**Credits** 3

**Grading** Graded, Pass/Fail, Audit

**Requisites** None

**Course Description** This course offers a survey of the developments of western societies and ideologies from the origins of civilization in the ancient Near East to the mid-seventeenth century.

**Books** [Bookstore Information](#)

Close

13. If you are meeting with your student while viewing sections, you have the option of clicking the “Add Section to Schedule,” and the section will automatically populate in the calendar view. Skip to instruction #18.
14. If you are adding Courses to the Timeline ahead of your meeting with the student then follow the next steps and skip the “Add Section to the Schedule” option.
15. Click on the “Add Course to Plan” button to the right of the course for which you would like the student to enroll.

HIS-101 West Civil to 1648 (3 Credits) [Add Course to Plan](#)

This course offers a survey of the developments of western societies and ideologies from the origins of civilization in the ancient Near East to the mid-seventeenth century.

**Requisites:**  
None

**Locations:**  
Main Campus

16. Use the drop down menu to “Select a term” and click on the “Add Course to Plan” button. This will add the Course to the Student’s Timeline.

**Course Details**

**HIS-101 West Civil to 1648**  
This course offers a survey of the developments of western societies and ideologies from the origins of civilization in the ancient Near East to the mid-seventeenth century.

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**Credits** 3

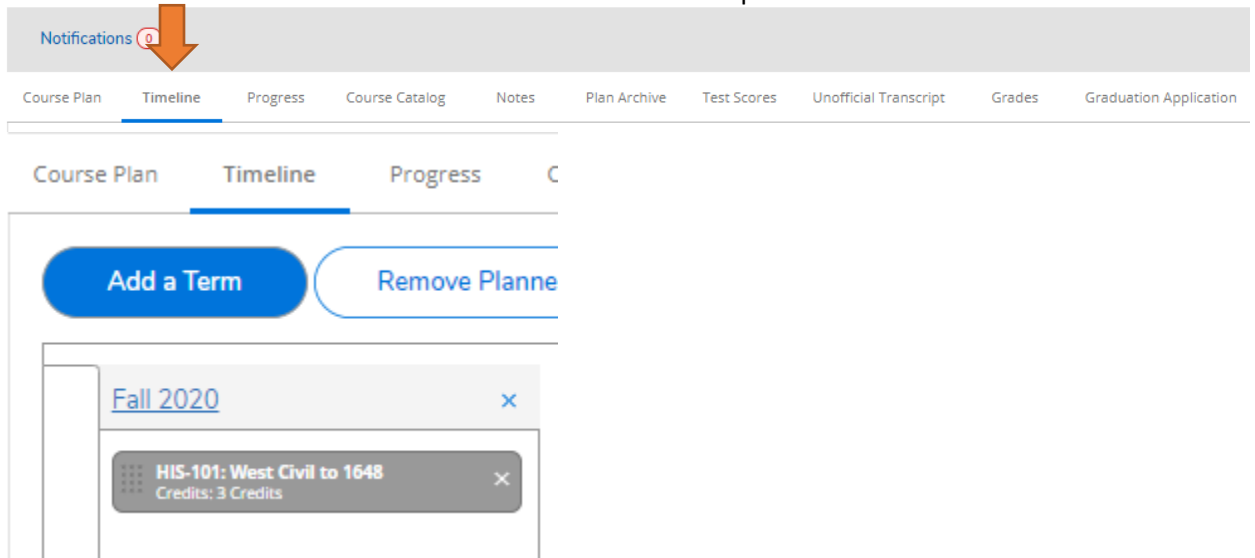
**Locations Offered** Main Campus

**Requisites** None

**Term**

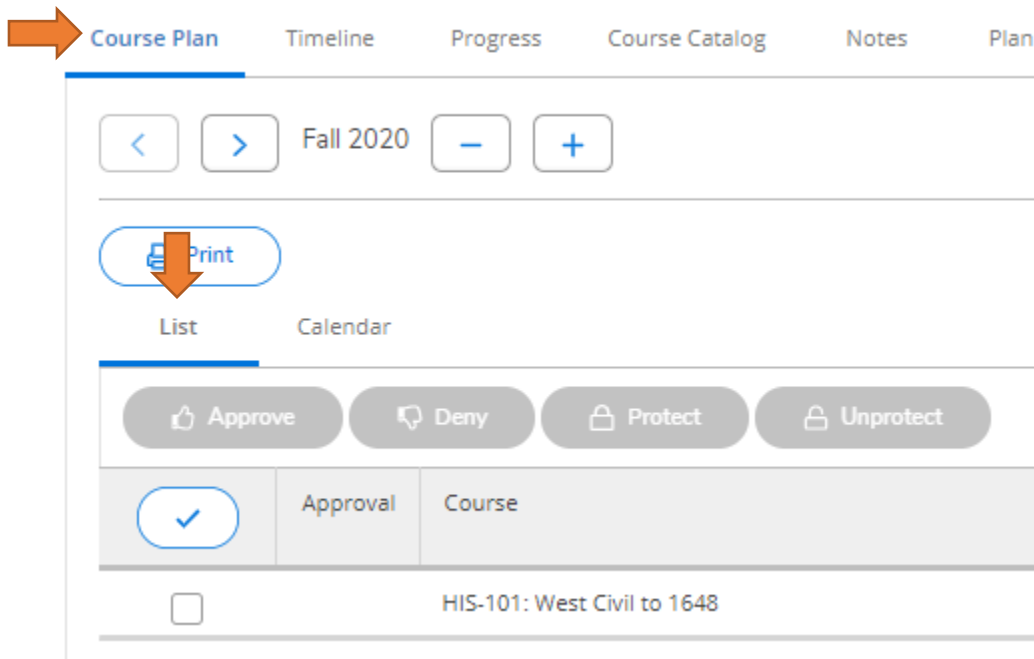
Close [Add Course to Plan](#)

17. Click on the “Timeline” tab to see the Courses that have been planned for the student.



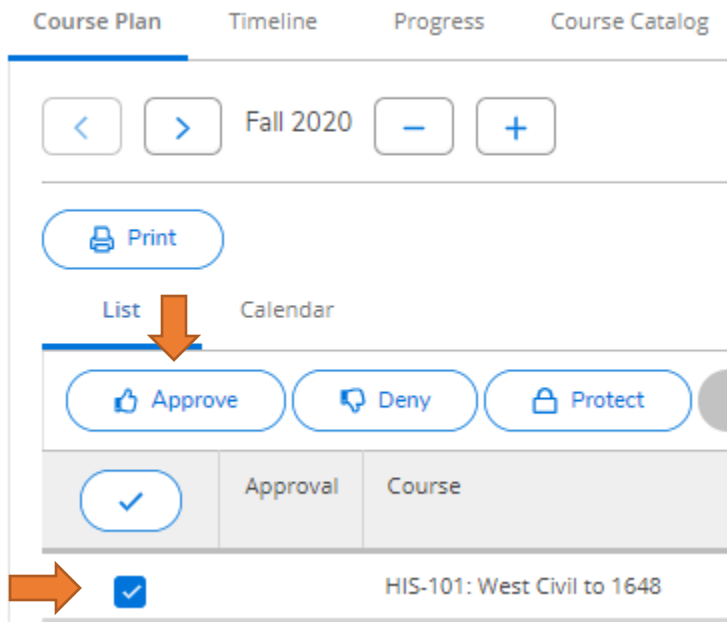
**ONCE SECTIONS OR COURSES HAVE BEEN ADDED TO THE TIMELINE, YOU MUST STILL APPROVE BEFORE YOU CAN MOVE ON TO REGISTRATION.**

18. To approve sections or courses, click on the “Course Plan” tab and the “List” view.

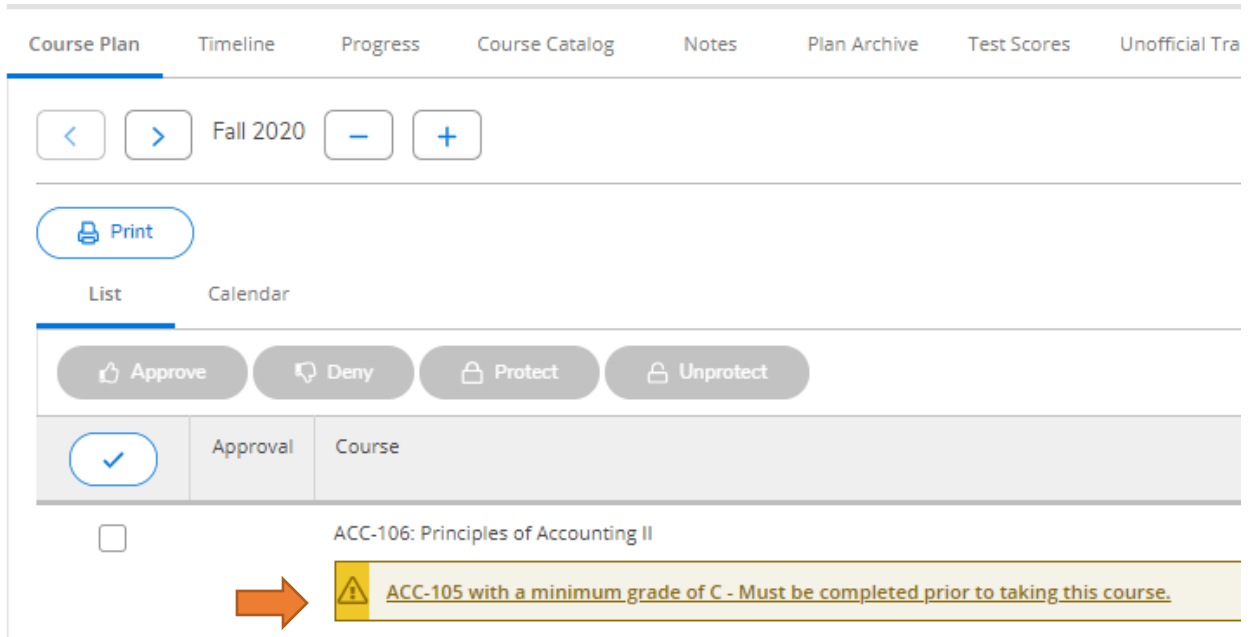


19. Click on each course that you would like to approve and hit the “Approve” button. Nursing advisors, remember to use the new lab/clinical sections for NUR-212 and NUR-422. Also,

remember that we have imbedded the lab/clinical into the the other Nursing courses.



20. Side note: if you choose a course with a pre-requisite or co-requisite you will see the yellow “warning” under the course name. This is very helpful for the Nursing courses that have a long list of requisites attached to each course. If the course is started or planned, you will see a note next to those courses.



**Students will not be able to register for courses if they do not meet the requisites without a waiver. To obtain a waiver for a student, you must contact the Dean of the School in which the course is housed.**

21. If you click on the yellow warning it will bring you to the requisites that are missing in the "Course Catalog."

The screenshot shows a navigation bar with tabs: Course Catalog (selected), Notes, Plan Archive, Test Scores, Unofficial Transcript, and Gr. Below the navigation bar, there is a search result for ACC-105. A yellow warning icon is visible above the course details, with an orange arrow pointing to it. The course details include the title "ACC-105 Princ of Acct I (3 Credits)", a description, requisites (None), and locations (Main Campus, GPS Online). A button labeled "View Available Sections for ACC-105" is at the bottom.

22. Once you approve each course you and the student can go to the "Course Plan" and click on the "Calendar" view. Then click on the "View other sections" drop down menu to see the sections available for those courses.

The screenshot shows the Course Plan interface with tabs: Course Plan (selected), Timeline, Progress, Course Catalog, and Notes. Below the tabs, there are navigation buttons for "Fall 2020" and a "Print" button. The "Calendar" view is selected, and the course "HIS-101: West Civil to 1648" is shown with a green "Approved" status. A yellow warning icon is visible next to the course title, with an orange arrow pointing to it. Below the course title, there is a "View other sections" link. A pagination control shows "1 of 1". Below the pagination, a section details box is visible, containing information such as "HIS-101-TEST West Civil to 1648", "Seats Available: 25", "Instructor: TBD", "Time: MWF 9:00 AM - 10:00 AM", "Dates: 8/15/2020 - 12/31/2020", and "Location: Main Campus Connelly Faculty Center TR (Lecture)".

23. Click on the section that the student for which the student would like to register. Confirm the selection by hitting the “Add Section” button. Once you do that, the section you have chosen will show on the calendar so you can plan sections without overlapping any sections. Also, the “Register” button will show under each section and the “Register Now” button will show at the top right of the calendar.

The screenshot displays a web-based course planning interface. At the top, there is a navigation bar with tabs for 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Grades', and 'Graduation Application'. Below this, there are navigation controls for 'Fall 2020' and buttons for 'Remove Planned Courses' and 'Register Now'. A 'Print' button is also visible. The main area is divided into a 'List' view on the left and a 'Calendar' view on the right. The 'List' view shows a course entry for 'HIS-101-TEST: West Civil to 1648' with a 'Planned' status and a 'Register' button. The 'Calendar' view shows a weekly grid from Sunday to Saturday, with time slots from 8am to 3pm. The course is scheduled for Monday, Wednesday, and Friday from 9am to 10am.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		HIS-101-TEST x		HIS-101-TEST x		HIS-101-TEST x	
10am							
11am							
12pm							
1pm							
2pm							
3pm							

24. You have the choice to either hit the “Register Now” button to register all courses at once or you can hit the “Register” button under each course as you are ready to register.