

How to Register:

The screenshot shows the 'Academics' section of the registration system. The 'Advanced Search for Classes' option is highlighted in the left-hand navigation menu. A red arrow points from this menu item to a search box in the 'Advanced Search' section. A callout box provides instructions: 'Click on **Academics** and Click **Advanced Search for Classes**. (Similar to Search Class Schedule via Web Advisor) to look for specific class/section.'

The main interface displays the 'Schedule' tab for 'Spring 2021'. It includes a navigation bar with 'Schedule', 'Ed Plan', 'Plan Notes', and 'Petitions & Waivers'. A notification states: 'Your registration period for Spring 2021 begins on 11/15/2020 at 12:00 AM'. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The status shows 'Planned: 0 Units', 'Enrolled: 0 Units', and 'Waitlisted: 0 Units'. A message box says 'No Courses Selected For This Term'. A class schedule grid is visible with columns for days of the week (Sun-Sat) and rows for times (6am-11am).

The 'Advanced Search' section includes a 'Catalog Advanced Search' header, 'Results View' options (Catalog Listing and Section Listing), and search criteria fields for Term, Meeting Start Date, Meeting End Date, and Courses And Sections. A '+ Add More...' button and 'Days Of Week' filter are also present.

If you experience any issues or errors while registering, please contact:
Admissions and Records at grossmont.admissions@gccd.edu or 619-644-7186.



Or Search by Subject:

Subject Search Advanced Search

Search for a course subject:

- [Administration of Justice](#)
- [American Sign Language](#)
- [Anthropology](#)
- [Arabic](#)
- [Aramaic](#)
- [Art](#)
- [Astronomy](#)
- [Automotive Technology](#)
- [Biological Sciences](#)
- [Business](#)
- [Business Office Technology](#)
- [CAA GE Pseudo Course](#)
- [CADD Technology](#)

Plan & Schedule:

You may use **Filter Results** to narrow down your search.

Search for Courses and Course Sections

Search for courses... ex ART-100

Advanced Search Selection: MATH-160

Filters Applied: Spring 2021

| Add To Schedule | Term | Section Name | Title | Planned Status | Dates | Location | Meeting Information |
|---------------------|-------------|---------------|-----------------------|----------------|--------------------|-------------------|---|
| Add | Spring 2021 | MATH-160-0259 | Elementary Statistics | | 1/4/2021-1/29/2021 | Grossmont College | M, T, W, Th, F 8:00-11:20 AM 1/4/2021 - 1/29/2021 WEB WEB (LEC) |
| Add | Spring 2021 | MATH-160-0287 | Elementary Statistics | | 2/1/2021-6/7/2021 | Grossmont College | T, Th 9:30-11:20 AM 2/1/2021 - 6/7/2021 WEB WEB (LEC) |
| Add | Spring 2021 | MATH-160-0289 | Elementary Statistics | | 2/1/2021-6/7/2021 | Grossmont College | M, W 1:30-3:20 PM 2/1/2021 - 6/7/2021 WEB WEB (LEC) |
| Add | Spring 2021 | MATH-160-0299 | Elementary Statistics | | 2/1/2021-6/7/2021 | Grossmont College | M, W 10:30 AM-12:00 PM 2/1/2021 - 6/7/2021 WEB WEB (LEC) |
| Add | Spring 2021 | MATH-160-0501 | Elementary Statistics | | 2/1/2021-6/7/2021 | Grossmont College | M, W 12:00-1:50 PM 2/1/2021 - 6/7/2021 WEB WEB (LEC) |

Select **Add** once you have found the section you would like to register for.



Once you have selected a section, a window will open with course information on the section you selected.

Section Details

MATH-160-0259 Elementary Statistics
Spring 2021

Instructors Palacios, Irene (irene.palacios@gcccd.edu)

Meeting Information M, T, W, Th, F 8:00 AM 11:10 AM
1/4/2021 - 1/29/2021
Grossmont College, Distance Education/Online WEB (Lecture)

Dates 1/4/2021 - 1/29/2021

Seats Available 45 of 45 Total

Credits 4

Grading Graded

Requisites Prerequisite: "C" grade or higher or "Pass" in MATH 096 or

Close Add Section

If you would like to schedule this course, select **Add Section**. If not, select **Close** and repeat the previous steps until you have selected the course you want to schedule.

Academics Advanced Search for Classes

Student Planning & Registration

Advanced Search for Classes

Grades

Unofficial Transcript

Academic Attendance

Test Summary

Advanced Search Selection: HIST-123
Filters Applied: Spring 2021

| Add To Schedule | Term | Section Name | Title | Planned Status | Dates | Location |
|-----------------|-------------|---------------|-------------------------------|----------------|-------------------|------------------|
| Add | Spring 2021 | HIST-123-4359 | Women in Modern American Hist | Planned | 2/1/2021-6/7/2021 | Cuyamaca College |

Selecting **Add Section** in the previous step only adds the course as a planned course. To complete the **Registration Process**, you must select **Student Planning & Registration** from the Student Planning drop down at the top of the

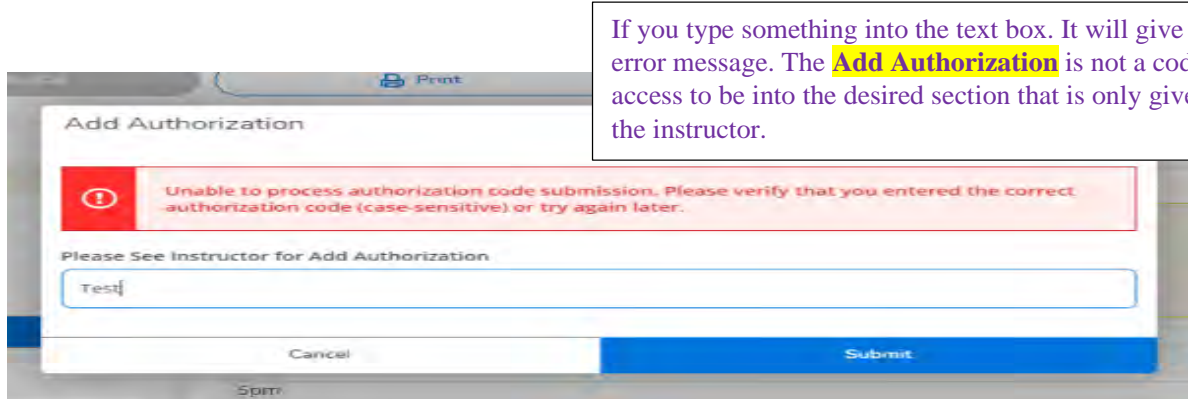
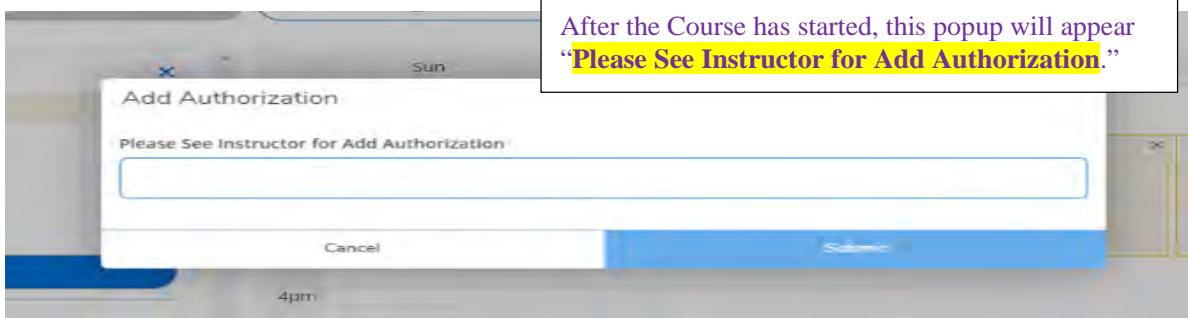
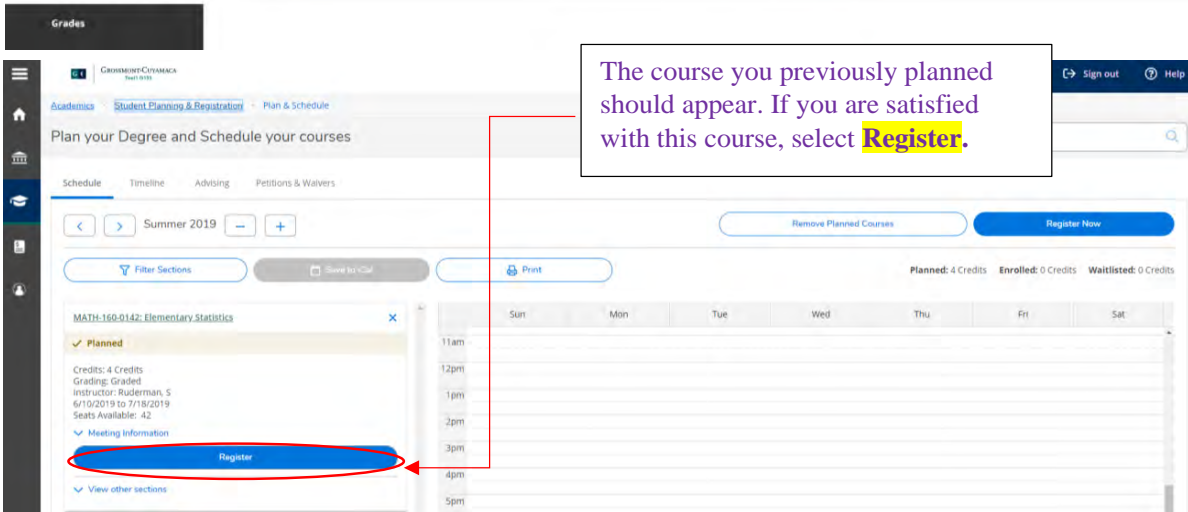
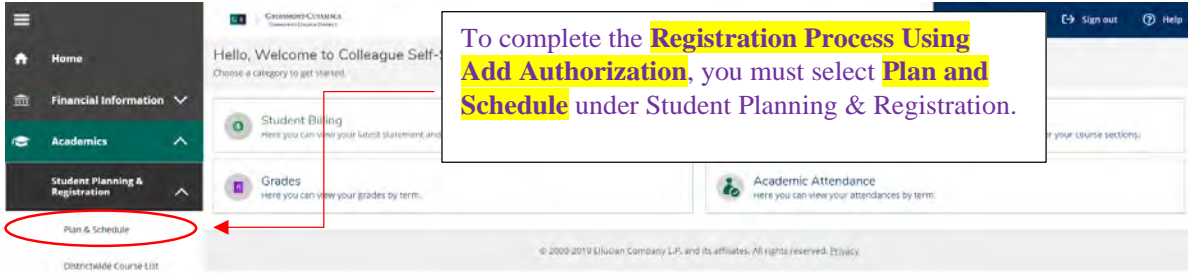


The screenshot shows the 'Plan your Degree and Schedule your courses' interface for Summer 2019. A course, 'MATH-160-0142: Elementary Statistics', is listed as 'Planned'. The course details include 4 credits, graded, instructor Rubenman, S, 6/10/2019 to 7/18/2019, and 42 seats available. A 'Register' button is visible. The schedule grid shows the course is planned for Tuesday, Wednesday, and Thursday from 11am to 12pm. A callout box points to the 'Register' button with the text: 'The course you previously planned should appear. If you are satisfied with this course, select **Register**.' Another callout box points to the 'Register Now' button with the text: 'If you have more than one course planned and you would like to schedule them all at one time, select **Register Now** Scheduled Courses.'

The screenshot shows the same registration interface, but the course 'CHEM-120-1441: Prep for General Chemistry' is now listed as 'Registered, but not started'. The course details include 4 credits, graded, instructor Ghemire, S, 6/24/2019 to 8/12/2019, and a 'Drop' button. The schedule grid shows the course is registered for Monday, Tuesday, Wednesday, and Thursday from 10am to 11am. A callout box points to the green course boxes in the grid with the text: 'Registered courses will appear in green.'



Registering Using Add Authorization:



From: Grossmont.Admissions@gcccd.edu
 To: Wayne Branker
 Cc:
 Subject: Add Authorization For < Class & Section Number>

If you do not have an add authorization, here is example email to send to your instructors for an add authorization.

Dear <Professor's Name>,

My name is <Your Name> and my student ID is <Your ID Number>. I am interested in attending your <Class & Section Number>. Would I please be able to get add authorization to your <Class & Section Number> via Self-Service? This will allow me to register for your section. Thank you for your time, <Your Name>

Once you have been given Add Authorization by the instructor, under the section it will read, "Authorized for Add." Click Register for the desired class.

Registered courses will appear in green.

Once the Add Deadline has passed. You will get an error message saying "Late Add Petition Needed – A&R." This error message means you have to petition to register for the desired class, please see A&R at Building 10 or call (619) 644 – 7186.

How to drop a section:

This screenshot shows the 'Plan your Degree and Schedule your courses' interface. On the left, a course card for 'CHEM-120-1441: Prep for General Chemistry' is displayed with a 'Drop' button highlighted. A red arrow points from this button to a callout box. The callout box contains the text: 'If you decide to drop a course prior to the semester start date, select **Drop**.' The main schedule grid shows the course section being dropped in the 10am-11am slot on Monday, Tuesday, Wednesday, and Thursday.

This screenshot shows a confirmation dialog titled 'Register and Drop Sections'. It states 'You have elected to drop: CHEM-120-1441 (4 Credits)'. Below this, it says 'Select sections to drop:' and shows a checked checkbox for 'CHEM-120-1441 (4 Credits)'. At the bottom, there are 'Cancel' and 'Update' buttons. A red arrow points from the 'Update' button to a callout box. The callout box contains the text: 'Click **Update** to proceed with **Drop**'.

This screenshot shows the same course card as in the first screenshot, but now it is marked as 'Planned' and has a blue 'Register' button. A red arrow points from the 'Register' button to a callout box. The callout box contains the text: 'After you **Drop** the course in Self-Service, it is placed back as a planned course. To remove it from planned, click the X.' The main schedule grid shows the course section as planned in the 10am-11am slot on Monday, Tuesday, Wednesday, and Thursday, with a small 'X' icon in the top right corner of each section box.

How to pay your fees:

Click on **Financial Information** and Click **Student Billing**, **Make a Payment**.

Make A Payment

© 2000-2019 Elucian Company LP, and its affiliates. All rights reserved. [Privacy](#)

Click on the down arrow and choose a **Payment Method**

Click on the **Proceed to Payment** button

Choose a Payment Method

Proceed to Payment

| Select | Item | Payment Group | Date Due | Amount Due | Amount to Pay |
|-------------------------------------|---------------------|---------------|-----------|------------|---------------|
| <input checked="" type="checkbox"/> | Student Receivables | WEB | 6/10/2019 | \$202.00 | \$ 202.00 |

Total Amount Due \$202.00

© 2000-2019 Elucian Company LP, and its affiliates. All rights reserved. [Privacy](#)

