

Search the Spring 2009 Class Schedule and Enroll for Classes View Financial Aid Awards and Grades

Using the PeopleSoft Student Center



at

Gateway Community and Technical College

All students must meet with a counselor in the Advising Center or their assigned academic/faculty advisor to plan their class schedule before adding or dropping any classes. Students who enroll early before classes become filled generally get a better class schedule.

There are three online tutorials to help students understand the enrollment process. They are located on the Gateway web site at www.gateway.kctcs.edu, click on GCTC W.A.Y.S. in right menu bar, click on Online Registration in right menu bar, select the tutorial in How Do I... The tutorials are also located in the KCTCS box on the right of the PeopleSoft Student Center entitled 'NeedPeopleSoft Help?' Click on the link and see tutorials on Changing Address and Phone Information, Degree Progress Report, Dropping Classes, Enrolling in Classes, Make a Payment, Wait List, View Your Class Schedule.

Who Can Self-Service Enroll Using the PeopleSoft Student Center?

Enrolling online using the PeopleSoft Student Center includes **adding** and **dropping** classes **through the first few days** in the semester. Students must have 'self-service enrollment access' in order to self-enroll for classes online. To be eligible for self-service enrollment access for spring semester the student must meet the following criteria:

1. eligible to enroll at Gateway during the previous spring, summer, or fall semester;
2. have completed coursework at Gateway with a grade-point-average equating to Good Standing (not on probation or suspension from a previous term);
3. completed all of the required developmental courses.

In addition, students with financial obligations or missing information such as high school or college transcripts will generally not be able to enroll until the obligation/information is satisfied and 'self service access' has been restored by the Registrar's Office or an advisor. Students without full self-service enrollment access should schedule an appointment with their assigned academic/faculty advisor or the Advising Center (phone 859-442-1630) for assistance with adding or dropping classes in PeopleSoft. All faculty advisors have access in PeopleSoft to release eligible students for self-service enrollment access following the advising session. See the academic calendar published in the class schedule for specific dates of availability for student online access to add or drop.

Students enrolled for the first time in the fall 2008 term will not have a grade-point-average until fall grades are posted on December 19, 2008. This group of students will be given self-service enrollment access after grades are posted unless the student is placed on academic probation or suspension for the fall term.

Password & Access Student Account

You may reactivate or reset your password or access your student account at <http://www.gateway.kctcs.edu/new/ways.htm>; click on Activate your GCTC Username and Password. You must enter your last name and your Student ID Number (EmplID).

Who is my advisor?


To see who you need to contact about getting enrolled in classes, go to:

<https://students.kctcs.edu>

Log into PeopleSoft using the same username and password used for email.

Your Advisor's Name, if one has been assigned, appears in the Advisor menu on the right.

Search for a Spring Semester Class from the Schedule of Classes


- Log on to your student account at <https://students.kctcs.edu>
- Click **Login Here**
- Enter **User ID:** and **Password.** (The same information as your email account.)
- You are now in your **Student Center.** 
- Click the green button in the upper right **Search for Classes.**
- Select the Term (e.g. Spring 2009).
- Click the green **GO** button.
- Under **Class Search Criteria** select a **Course Subject** (e.g. ENG) and then enter a **Catalog Number** (e.g. 101). Enter only ENG in the **Course Subject** area and leave **Catalog Number** blank to see all English classes offered in the semester.

- Click **Additional Search Criteria**.
- In **Campus** select the Gateway Campus where the class is scheduled to be taught:
 - Gateway CTC Edgewood
 - Gateway CTC Cov & Prk Hills
 - Gateway CTC Boone
 - (Note: You may need to search separately on all four campuses if you are not sure where the class is scheduled to be taught. You can also search for the class at any college in the KCTCS by selecting a different campus).
- Click the green **Search** button at the bottom to see the classes that meet your criteria.
- Click the **Section** link to see the **Class Detail** panel for information such as class number, time and location, special notes about this class section, and class description.
- Make a written list of the **Class Number** for each class you wish to add. You must have this number to add a class. e.g. Section 9601-LEC(93181) – In this example the number in parenthesis is the Class Number. The Class Number is also displayed on the Class Detail panel.
- Click **Start a New Search** to find another class.
- Click the **add** tab at the top when you have finished searching and are ready to add classes.

View the Schedule of Classes for the Semester on the Internet

- You may view the schedule of classes at www.gateway.kctcs.edu.
- In the left menu click on **GCTC W.A.Y.S.**
- Click **Become a Student** in the top bar.
- Click the **Class Schedule (Spring 2009)** you want to view in the right menu bar.

Add Classes (or Wait List) Online Via Your Student Account

- Log on to your student account at <https://students.kctcs.edu>
- Click **Login Here**
- Enter **User ID:** and **Password.** (The same information as your email account.)
- You are now in your **Student Center.** 
- Click **Add a Class** in the Academics area to go to Step 1 of 3
- **Select Term** and click **Change.**
- If you receive the following message (after the enrollment period begins), you must contact your academic advisor to enroll online:
 “**You do not have self service enrollment access at this time.**”
- Your assigned academic advisor’s name appears in the middle box on the right of the Student Center.

I know my Class Numbers







- **Enter Class Nbr** (example 22079) if you know it.
- Press the **Enter** button.
- **IF** the lecture class you are adding happens to have a required related class, such as a lab, you will automatically be enrolled in the related class/lab. In a few cases you may see **Select laboratory section (Required)**. If this message appears you must click on the section you wish to add. If only one Section appears click on it. Note that even if no laboratory section is printed in the class schedule, you must still add it here if one appears.
- Press the **Next** button to add the class to your enrollment shopping cart.
- You will receive a message indicating the class has been added to your shopping cart.
- After entering all Class Numbers proceed to **Finishing Enrolling** below.

I do NOT know my Class Numbers


- If you want to add another class to your shopping cart, but need to search for the Class Nbr, click on the **Search** button.
- Under **Class Search Criteria** select a **Course Subject** (e.g. ENG) and then enter a **Catalog Number** (e.g. 101). Enter only Course Subject (e.g. ENG) in the **Course Subject** area and leave **Catalog Number** blank to see all classes offered in a particular subject area.
- Click **Additional Search Criteria**.
- In **Campus** select the Gateway Campus where the class is scheduled to be taught:
 - Gateway CTC Edgewood
 - Gateway CTC Boone
 - Gateway CTC Cov & Prk Hills

- (Note: You may need to search separately on all four campuses if you are not sure where the class is scheduled to be taught. You can also search for the class at any college in the KCTCS by selecting a different campus).
- Click the green **Search** button at the bottom to see the classes that meet your criteria.
- Click the **Section** link to see the **Class Detail** panel for information such as class number, time and location, special notes about this class section, and class description.
- Click the green **select class** button to the right of the class of choice. You may also make a written list of the **Class Number** for each class you wish to add. You must have this number to add a class. e.g. Section 9601-LEC(93181) – In this example the number in parenthesis is the Class Number. The Class Number is also displayed on the Class Detail panel.
- **IF** the lecture class you are adding happens to have a required related class, such as a lab, you will automatically be enrolled in the related class/lab. In a few cases you may see **Select laboratory section (Required)**. If this message appears you must click on the section you wish to add. If only one Section appears click on it. Note that even if no laboratory section is printed in the class schedule, you must still add it here if one appears.
- Press the **Next** button to add the class to your enrollment shopping cart.
- You will receive a message indicating the class has been added to your shopping cart.

Finish Enrolling

- **Class Status** options are:  Open  Closed  Wait List
If the only class status displayed is  **Wait list** you may check **Wait list if class is full** to place your name on the wait list for this class. If a future opening occurs you are automatically added to the class IF you meet all enrollment pre-requisites, you have no other classes scheduled at the same time, and you are not enrolled in another section of the same class. You will receive an email notification when you are moved into the class. **IMPORTANT:** If you are added to the class from the wait list and you decide you do not want to remain enrolled you must drop the class.
- After entering all Class Numbers click **Proceed to Step 2 of 3**.
- Review the class list a final time and press the **Finish Enrolling** button.
- Step 3 – press **View Results**
 -  indicates you are successfully enrolled in the class(es).
 -  indicates there is a problem preventing you from enrolling in the class. Click on the red 'X' to view the error.
 - If the class is Full you may place your name on the **Wait List** or select another class by clicking **Fix Errors**.
 - If you do not meet the pre-requisite for this class see your advisor or contact staff in the Office of the Registrar.
- Click **My Class Schedule** to view your class schedule.
- To print a copy of your class schedule click the **Print Icon** in the Standard Toolbar of your browser.

Drop Classes Online Via Your Student Account

- Log on to your student account at <https://students.kctcs.edu>.
- Click **Login Here**
- Enter **User ID:** and **Password**. (The same information as your email account.)
- You are now in your **Student Center**. 
- Click **Drop a Class** in the Academics>Enrollment area to go to Step 1 of 3.
- **Select Term** and click **Change**.
- If you receive the following message, you must contact your academic advisor to drop a class: "You do not have self service enrollment access at this time."
 - Your assigned academic advisor's name appears in the middle box on the right of the Student Center.
- **Select** the class or classes you wish to drop.
- Click the **Drop Selected Classes** button.
- Confirm your selection of classes to drop and then click the **Finish Dropping** button to process your drop request.
- Step 3 – **View Results** and read the system messages to make sure the class was dropped.

- Click the **My Class Schedule** button to view your current class schedule and verify the class was **dropped**.
- To print a copy of your class schedule click the **Print Icon** in the Standard Toolbar of your browser.
- **NOTES:**
 - If you drop a class and later check your schedule in PeopleSoft, the class may still appear, but the grade of 'W' is assigned indicating you have withdrawn (dropped). A grade of 'W' does not calculate in your grade point average.
 - Dropping a class may affect your financial aid eligibility.
 - The last date to drop/add a class may be found in the printed class schedule each semester and in the Student Handbook.
 - If you drop a class prior to the last day to add a class you will receive a 100% refund of tuition and no grade will be assigned for this class. If you drop a class after the last day to add a class you will receive a grade of 'W' for the class.
 - See the academic calendar published in the class schedule for the last day to drop and receive a 50% tuition refund.
 - After the mid-point of each class you must have the instructor's signature of approval to drop a class and receive a grade of 'W'.
 - You may not withdraw from a class after the last published class day of instruction.

View My Financial Aid Awards Online

- Navigate to the **Student Center** using instructions in the shaded area under **Drop Classes Online Via Your Student Account**
- Click **View Financial Aid** under Finances.
- Click the Aid Year you wish to view. To view aid for the 2008-2009 academic year, click the 2009 Aid Year.
- You will see your awards summary for the year and also for each term (summer, fall, spring).
- **NOTES:**
 - Your term award assumes you are enrolled full-time (12 credits).
 - If you are enrolled less than full time, offered aid will be decreased proportionally to actual aid after the second week of classes. (i.e. \$1,000 of offered aid is usually reduced to \$750 (75%) if you are enrolled for 9 to 10 credit or \$500 (50%) if your are enrolled for 6 to 8 credits.)
 - If the actual amount is not enough to pay all tuition, you must pay the balance before the first day of classes.
 - If you have not paid the balance due before the first day of classes you may be dropped from enrollment for the term.

View My Grades Online

- Navigate to the **Student Center** using instructions in the shaded area under **Drop Classes Online Via Your Student Account**
- Click on **Grades** under Academics>Academic History.
- **Select Term** and click the 'green' **change** button to view grades for any term.
- Click the **Printer Friendly Version** button in the lower right to print a copy of your grade report for one term.

If you have any questions concerning the data you view on the web site, please use the email addresses below to contact the appropriate department for assistance.

Financial Aid: gctc.financialaid@kctcs.edu

Tuition payment: gctc.businessoffice@kctcs.edu

Class Schedule/Add/Drop/Grades: gctc.studentrecords@kctcs.edu