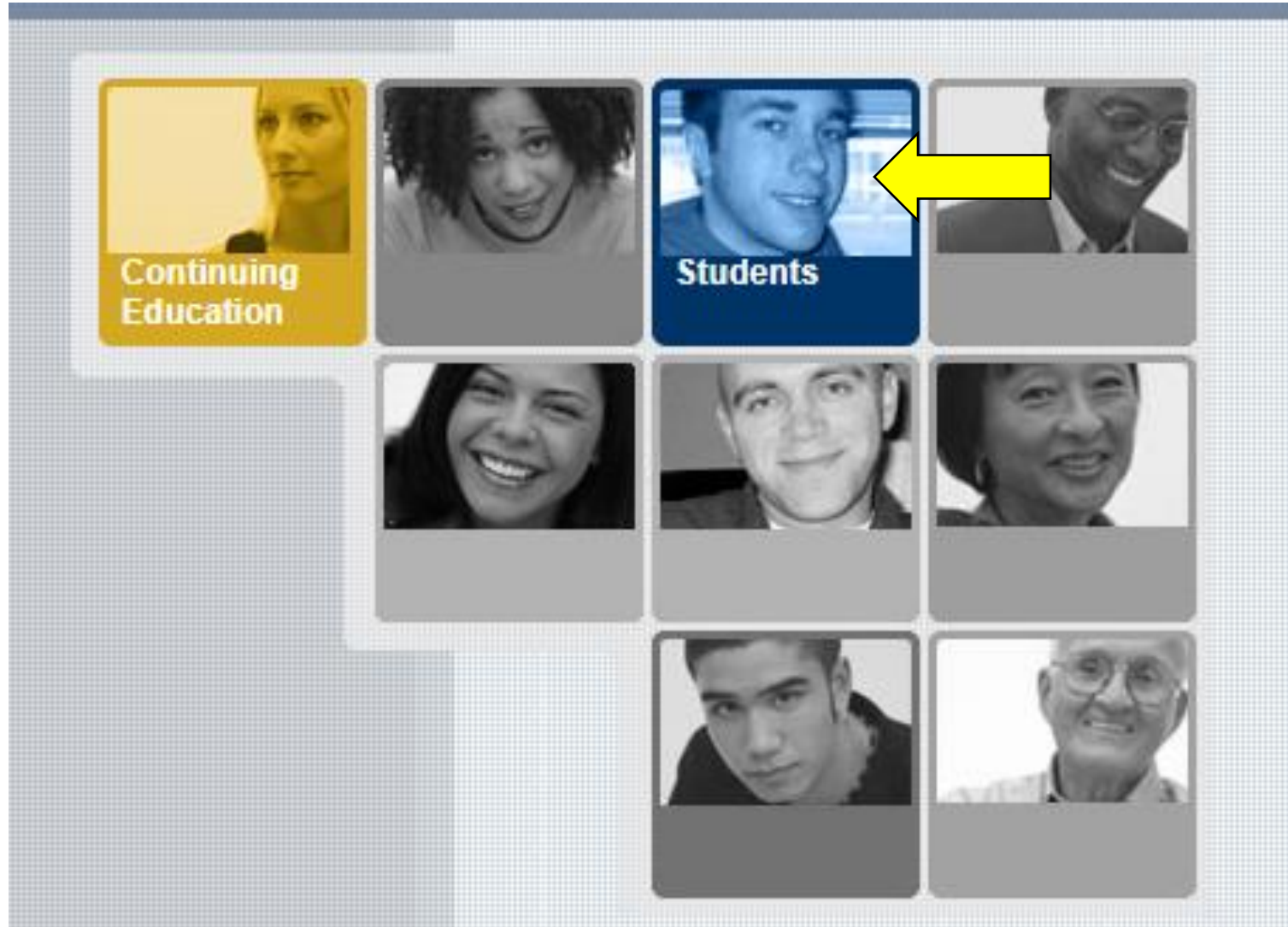


Student Planning Instructions

Steps

Step 1: Log-in to WebAdvisor and click on "Students."




Step 2: Once in WebAdvisor, click on "Student Planning" under "Registration."

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome

The following links may display confidential information.

PLEASE NOTE: Billing statements are now available through the "View Account and Make Payments" link in the Student Financial Information section. Contact the Business Office at (704) 922-6414 if you want a paper bill mailed to you.

[Check out Aviso!](#)
[View Available Courses](#)

<p>User Account</p> <p>Address Change</p>	<p>Registration</p> <p>Search for Sections Student Planning ←  Register for Sections Register and Drop Sections Register and Pay for Continuing Education Classes Holds and Registration Info</p>
<p>Financial Information</p> <p>Create/Manage Nelnet Payment Plan View Student Account and Make Payments Account Summary 1098 Electronic Consent View My 1098-T Forms Bank Information (U.S.)</p>	<p>Academic Profile</p> <p>Grades Transcript Program Evaluation Test Summary Transcript Request Transcript Request Status Enrollment verification request Enrollment verification request status My class schedule My profile Apply for Graduation</p>
<p>Financial Aid</p> <p>Financial aid status by year Financial aid status by term Financial aid award letter Financial Aid Shopping Sheet (Veteran's Only) Financial Aid Checklist</p>	
<p>Communication</p> <p>My Documents</p>	

Step 3: Click "View Your Progress," to view your academic progress in your degree, determine which courses are remaining, and search for courses.

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

Steps to Getting Started



There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

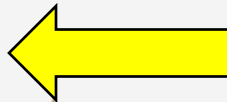
1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)



2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Step 4: View of program progress and requirements page. Click on each course you would like to plan

My Progress Search for courses...

College Transfer Pathway (1 of 2 programs) View a New Program Load Sample Course Plan

At a Glance Print

Cumulative GPA: 2.000
Institution GPA: 2.000 (0.000 required)
Majors: College Transfer Pathway
Departments: Pathways Associate in Arts
Catalog: 2021
Anticipated Completion Date: 8/14/2022

Description
The CCP College Transfer Pathway Leading to the As ... [more](#)

Program Notes
[Show Program Notes](#)

Progress

Total Credits 4 of 32

Total Credits from this School 4 of 8

Requirements

General Education Requirements

Complete all of the following items. ⚠ 1 of 5 Completed. [Hide Details](#)

A. English Composition

Take 6 credits; from ENG-111 ENG-112

Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 6 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
ⓘ Not Started	ENG-111 Writing and Inquiry	<input type="text" value="Search"/>		
ⓘ Not Started	ENG-112 Writing/Research in the Disc			

Step 5: Once course is selected, click "Add course to Plan."

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...



Filter Results

Subjects

ENG - English (1)

Locations

Main Campus (1)

Show All Terms

Spring 2021 (1)

Summer 2021 (1)

Filters Applied: None

ENG-111 Writing and Inquiry (3 Credits)

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Requisites:

Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 - Must be completed prior to taking this course.

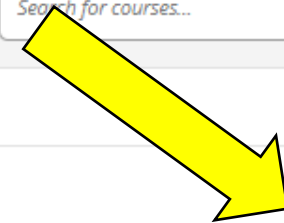
Take ENG-011 - Must be taken either prior to or at the same time as this course.

Offered:

All

Add Course to Plan

[View Available Sections for ENG-111](#)



Step 6 & 7: You must "Select a Term" that you intend to take the selected course. Then select "Add Course to Plan." This will add the course to your timeline.

The screenshot displays a web interface for searching and selecting courses. A modal window titled "Course Details" is open, showing information for "ART-111 Art Appreciation". The modal includes a description, credits (3), locations offered (TBD), and prerequisites (None). A yellow arrow points to the "Term" dropdown menu, which currently shows "Select a term...". Another yellow arrow points to the "Add Course to Plan" button at the bottom right of the modal. The background interface shows a search bar, a "Back to My Progress" link, and filter options for subjects, locations, terms, days of week, and time of day.

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...

Filter Results

Subjects

ART - Art (1)

Locations

Main Campus (1)

Show All Terms

Spring 2021 (1)

Summer 2021 (1)

Days of Week

Time of Day

Select time range...

Course Details

ART-111 Art Appreciation

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

Credits 3

Locations Offered TBD

Requisites None

This course is typically offered: All

Term

Select a term...

Close Add Course to Plan

Step 8: Repeat steps 4-7 until all remaining required courses have been added to your plan.

Review of Steps

View of program progress and requirements page. Click on each course you would like to plan

Once course is selected, click "Add course to Plan"

You must "Select a Term" that you intend to take the selected course. Then select "Add Course to Plan". This will add the course to your timeline.

Step 9: Your timeline can be viewed by selecting "Student Planning," then "Plan and Schedule," then "Timeline."

Once you click on "Student Planning" you can see the drop-down menu that has "Plan and Schedule" and then "Timeline" to choose from.

The screenshot displays a web interface for student planning. At the top, the breadcrumb trail reads "Academics > Student Planning > Plan & Schedule". Below this, the main heading is "Plan your Degree and Schedule your courses". A search bar on the right contains the placeholder text "Search for courses...". A navigation menu includes "Schedule", "Timeline" (which is highlighted with a blue underline), "Advising", and "Petitions". Below the navigation menu, there are two buttons: "Add a Term" and "Planned Courses". The main content area shows a horizontal timeline with five term cards: "Spring 2021", "Fall 2021", "Spring 2022", "Summer 2022", and "Fall 2022". The "Fall 2021" card is currently selected and displays a course card for "ART-111: Art Appreciation" with "Credits: 3 Credits". Below the "Fall 2021" card, it indicates "3 Planned Credits". Two yellow arrows point from the text above to the "Timeline" tab and the "Add a Term" button. A yellow callout box is positioned over the "Timeline" tab and the "Add a Term" button.

Step 10: When your degree plan (planned courses) are ready for review click “Request Review.” This notifies your academic advisor that you are ready for them to review your plan. ***This does not mean that you are registered for classes.***

[Academics](#) · [Student Planning](#) · [Plan & Schedule](#)

Plan your Degree and Schedule your courses

Search for courses...



[Schedule](#)

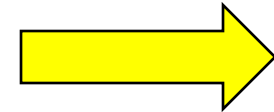
[Timeline](#)

[Advising](#)

[Petitions & Waivers](#)

My Advisors

Counseling Center



Request Review

**Please note this feature is available but will not be used until June 2021 when you have an advisor assigned to you in our new model.*

Your advisor will be able to review your plan and provide any feedback. This review does not replace the necessary meetings you need to schedule with your advisor.

Please proceed to the next slides/steps to determine how to plan a specific section of a course and register.


Step 11: From Student Planning overview screen, select "Go to Plan and Schedule."

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1




View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Medical Office Administration-Billing and Coding	(2,000 required)	<div style="width: 20%; height: 15px; background-color: green;"></div>
Special Credit Students		<div style="width: 0%; height: 15px; background-color: gray;"></div>

Spring 2021 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							

Step 12: View available courses by clicking "View other sections." Use the arrows under that link to see more options. Each section block lists the course date and time, available seats, and the instructor.

Schedule Timeline Advising Petitions & Waivers

< Summer 2021 - + Remove Planned Courses

ⓘ Your registration period for Summer 2021 begins on 5/6/2021 at 6:00 AM Refresh

Filter Sections Save to iCal Print Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ART-111: Art Appreciation ×

^ View other sections ←

⏪ < 1 of 1 > ⏩

ART-111-D6B Art Appreciation
Seats Available: 47
Instructor: Chadwick, B
Time: TBD
Dates: 6/7/2021 - 8/5/2021
Location: Main Campus Online Courses CLASS (Online Class)

ART-111-D6C Art Appreciation
Seats Available: 25
Instructor: Zalevskaya, L
Time: TBD
Dates: 5/24/2021 - 8/5/2021
Location: Main Campus Online Courses CLASS (Online Class)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

Step 13: Once you find the section you wish to register for, you can click either the box in the section list (left side) or the calendar planner (right side).

Summer 2021 Remove Planned Courses Register Now

Filter Sections Save to iCal Print Planned: 12 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENG-111: Writing and Inquiry

[View other sections](#)

1 of 2

This section is full

This section has a waitlist

ENG-111-D6B Writing and Inquiry
Waitlisted: 0
Instructor: Dobbins, G
Time: TBD
Dates: 5/24/2021 - 8/5/2021
Location: Main Campus Online Courses CLASS (Online Class)

ENG-111-D6BC Writing and Inquiry
Seats Available: 5
Instructor: Dobbins, G
Time: TBD
Dates: 5/24/2021 - 8/5/2021
Location: Main Campus Online Courses CLASS (Online Class)

ENG-111-D6C Writing and Inquiry
Seats Available: 12
Instructor: Domenech, M
Time: TBD
Dates: 5/24/2021 - 8/5/2021
Location: Main Campus Online Courses CLASS (Online Class)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ENG-111-D6B	ENG-111-D6BC	WLD-110-D01	ENG-111-D6B	ENG-111-D6C	
9am							
10am		ENG-111-D6C	WLD-110-D01		ENG-111-D6C		
11am							
12pm			WLD-110-D01				
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

Once you select the section, a pop-up box will open. Click "Add Section."

The screenshot shows a web interface for selecting course sections. On the left is a sidebar with filters for subjects, locations, terms, days of week, and time of day. The main area displays a list of available sections for 'WLD-110'. A pop-up window titled 'Section Details' is open, showing information for 'WLD-110-D01 Cutting Processes Summer 2021'. The pop-up includes fields for Instructors, Meeting Information, Dates, Seats Available, Credits, Grading, and Requisites. A yellow arrow points to the 'Add Section' button at the bottom right of the pop-up.

Section Details

WLD-110-D01 Cutting Processes
Summer 2021

Instructors Whitaker, T (Whitaker.Tom@gaston.edu, 704-922-6397 xPTI 105)

Meeting Information
T 8:00 AM 9:20 AM
5/24/2021 - 8/5/2021
Main Campus, Pharr Trade & Industrial 107 (Classroom Hours)
T 9:30 AM 11:30 AM
5/24/2021 - 8/5/2021
Main Campus, Pharr Trade & Industrial 115 (Lab/Shop Hours)
T 12:00 PM 2:00 PM
5/24/2021 - 8/5/2021
Main Campus, Pharr Trade & Industrial 115 (Lab/Shop Hours)

Dates 5/24/2021 - 8/5/2021

Seats Available 10 of 15 Total

Credits 2

Grading Graded

Requisites None

Close Add Section

Step 14: Once you add the section, that course will stay on your weekly calendar so you can continue to build your schedule. The planned/selected section will show up in YELLOW.

ENG-111-D8B: Writing and Inquiry ✕

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Argent, J
5/24/2021 to 8/5/2021
Seats Available: 16

∨ Meeting Information

Register

∨ View other sections

MAT-152-P6B: Statistical Methods I ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Broome, T
5/24/2021 to 8/5/2021
Seats Available: 2

∨ Meeting Information

Register

∨ View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am							
8am		ENG-111.D8B ✕		ENG-111.D8B ✕			
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
Sections with no meeting time							
✓ MAT-152 Statistical Methods I Section P6B Faculty: Broome, T ✕							

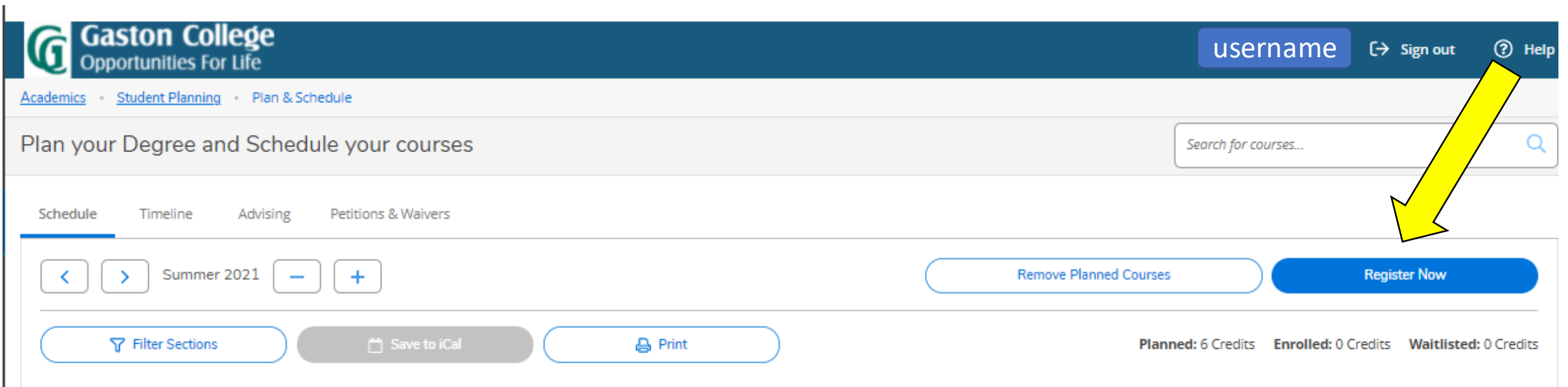
Step 15: Repeat steps 12-14 until you have a complete schedule. Choose the schedule that best fits your needs. You are almost finished, but you are **NOT registered yet!**

Step 16: Once you have chosen a section for each class, review your schedule one last time. Online classes will be listed at the bottom. You can remove sections by clicking the X in each section box.

The screenshot displays a course registration interface. On the left, two class details panels are shown. The top panel is for a 'Planned' class with 4 credits, graded, by Instructor Broome, T, from 5/24/2021 to 8/5/2021, with 2 seats available. It includes a 'Register' button and a 'View other sections' link. The bottom panel is for 'WLD-110-D01: Cutting Processes', also 'Planned' with 2 credits, graded, by Instructor Whitaker, T, from 5/24/2021 to 8/5/2021, with 10 seats available. It also includes a 'Register' button and a 'View other sections' link.

On the right, a class schedule grid shows time slots from 11am to 11pm. A class box for 'WLD-110-D01' is shown in the 12pm slot. A red circle highlights an 'X' icon in the top right corner of this box, with the text 'Can click here to remove.' pointing to it. Below the grid, a section titled 'Sections with no meeting time' contains a box for 'MAT-152 Statistical Methods I Section P6B Faculty: Broome, T'. A yellow arrow points to this box with the text 'Online Classes'.

Step 17: When your schedule is complete, click the "Register Now" button in the top right corner. This box will turn **BLUE** and you will be able to click when registration is open.



The screenshot displays the Gaston College student planning interface. At the top, the college logo and name are visible, along with a user profile section showing 'username', 'Sign out', and 'Help' links. Below this, there are navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. The main heading reads 'Plan your Degree and Schedule your courses', followed by a search bar. A navigation menu includes 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a semester selector for 'Summer 2021' with navigation arrows and plus/minus buttons. On the right side of the schedule area, there are two buttons: 'Remove Planned Courses' and 'Register Now'. A large yellow arrow points to the 'Register Now' button. At the bottom of the interface, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the far right, a summary shows 'Planned: 6 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

The yellow boxes will turn green when you have registered.

Final Steps:

*If any of the sections remain yellow or have a red outline (meaning there are no seats available). You will need to click the X in that box and find another section you try to register for has available seats and is not full.

*Any notifications about registration holds, business office holds, fines, or prerequisite issues will pop up in the top right corner of the screen. If this happens you will need to contact your advisor.