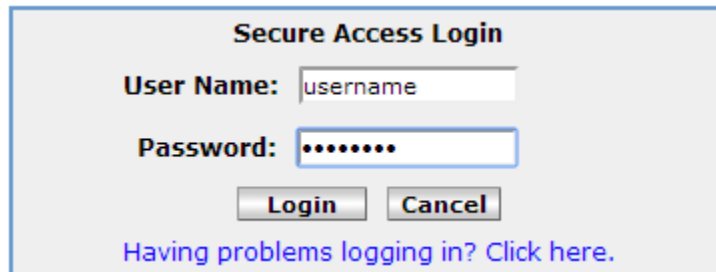


Registration Via GUSConnect & Banner Self-Service

Step 1. Accessing the Add or Drop Classes page

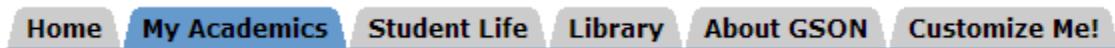
1. Log Into GUSConnect (gusconnect.barnesjewishcollege.edu)

- Enter your Username
- Enter your Password
- Click **Login**



A screenshot of the 'Secure Access Login' form. It features two input fields: 'User Name:' with the placeholder text 'username' and 'Password:' with masked characters '.....'. Below the fields are two buttons: 'Login' and 'Cancel'. At the bottom, there is a blue link that says 'Having problems logging in? Click here.'

2. Click on the My Academics tab



3. Click on Registration within the Registration and Records menu

Access the Student Handbook and College Catalog in the the Student Resources course on Blackboard.

People Who Can Help You
The registration office can help you with your registration and student records' issues.

For general information, please email gson-admissions@bjc.org or call 314-454-7057.

This channel is maintained by Registration. If you

programs.

Reasons for Forming Study Groups:

1. **Active Learning**

You are processing information with others, focusing on the task at hand and you have more opportunities to use more senses. The process of asking the "What if...?", "Why...?" and "How...?" questions and seeking to answer these together challenges

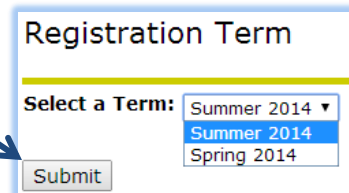


You will now be re-directed into Banner Self-Service

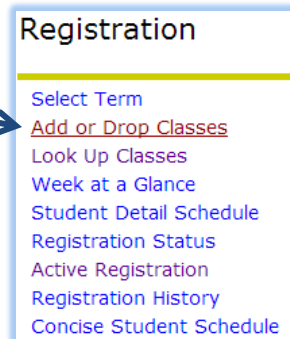
4. Click on Add or Drop Classes

5. Registration Term Screen

- Select the Term
- Click **Submit**



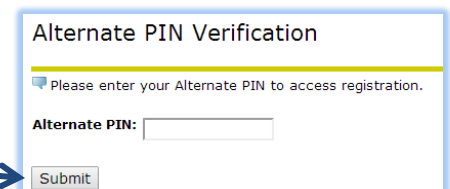
A screenshot of the 'Registration Term' screen. It has a title bar and a dropdown menu labeled 'Select a Term:' with options 'Summer 2014', 'Summer 2014', and 'Spring 2014'. A 'Submit' button is located below the dropdown.



A screenshot of the 'Registration' menu. The menu items are: 'Select Term', 'Add or Drop Classes', 'Look Up Classes', 'Week at a Glance', 'Student Detail Schedule', 'Registration Status', 'Active Registration', 'Registration History', and 'Concise Student Schedule'. A blue arrow points from the 'Add or Drop Classes' link in this menu to the 'Registration Term' screen.

6. Alternate PIN Verification

- If you are prompted to enter an Alternate PIN:
 - Enter the PIN you received from your Advisor
 - Click **Submit**



A screenshot of the 'Alternate PIN Verification' screen. It has a title bar and a message: 'Please enter your Alternate PIN to access registration.' Below the message is an input field labeled 'Alternate PIN:' and a 'Submit' button.

Step 2. Accessing the Class Schedule

7. Add or Drop Classes Screen take 1

- Click on the **Class Search** button

Add or Drop Classes

Summer 2014
Feb 11, 2014 09:24 am

To add a class, enter the Course Reference Number (CRN) in the Add Classes section. If you do not know the CRN, click the Class Search button. To drop a class, use the options available in the Action pull-down list. Remember to add your course sections and the associated clinical sections. Clinical sections are identified by a "C" in the section number.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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8. Look Up Classes Screen

- Click on **Advanced Search**

Look Up Classes

Use the selection options to search the Class Search when your selection is c

9. Look Up Classes – Advanced Search Screen

- Subject Menu
 - Nursing** by clicking on it
- Attribute Type Menu
 - Select the menu option which matches your program and year within the program
 - Examples:
 - BSN Accelerated – Term 2
 - BSN Duncan Upper Div – Term 4
 - BSN Mo Bap Upper Div – Term 3
 - DNP/PhD
- Click **Section Search**

Subject:

Subject:

Attribute Type:

Start Time: Hour Minute

End Time: Hour Minute

Days: Mon Tue Wed Thur

Notes:

- By selecting the **Attribute Type** the system will only display the courses which you are required to register
- In order to view the Elective options please select either **BSN Mo Bap Electives** or **BSN Duncan Electives**
- The additional filters should NOT be utilized or the courses for which you are to register may not display.

Step 3. Selecting Your Classes

10. Look Up Classes – Results

- a. Check the boxes for the course sections
- b. Check the box(es) for the clinical(s) which work best for your schedule
- c. Click **Register** at the bottom of the screen
 - i. You may also select **Add to Worksheet** to have Banner auto-populate the CRN boxes across the bottom of the **Add or Drop Classes** screen, then click **Submit Changes** there.

Look Up Classes

Summer 2014
Feb 11, 2014 10:31 am

Sections Found

Nursing

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	1042	NURS	3270A	01	M	3.000	Leadership Role Development	M	01:30 pm-06:00 pm	49	0	49	TBA	05/12-07/28	GSON 240	BSN Accelerated - Term 3
<input checked="" type="checkbox"/>	1043	NURS	4970	01	M	4.000	Pediatric Nursing	T	08:00 am-10:30 am	49	0	49	TBA	05/12-07/28	GSON 340	BSN Accelerated - Term 3
								R	08:00 am-10:00 am				TBA	05/12-07/28	GSON 340	BSN Accelerated - Term 3
<input type="checkbox"/>	1046	NURS	4970	C23	M	0.000	Pediatric Nursing Clinical	W	07:00 am-02:00 pm	7	0	7	TBA	05/12-06/30	TBA	BSN Accelerated - Term 3
<input checked="" type="checkbox"/>	1047	NURS	4970	C24	M	0.000	Pediatric Nursing Clinical	W	01:00 pm-08:00 pm	7	0	7	TBA	05/12-06/30	TBA	BSN Accelerated - Term 3
<input type="checkbox"/>	1048	NURS	4970	C25	M	0.000	Pediatric Nursing Clinical	F	07:00 am-02:00 pm	7	0	7	TBA	05/12-06/30	TBA	BSN Accelerated - Term 3
<input type="checkbox"/>	1049	NURS	4970	C26	M	0.000	Pediatric Nursing Clinical	F	07:00 am-02:00 pm	7	0	7	TBA	05/12-06/30	TBA	BSN Accelerated - Term 3
<input checked="" type="checkbox"/>	1052	NURS	4980	01	M	4.000	Comm Health & Health Policy	M	08:00 am-12:30 pm	49	0	49	TBA	05/12-07/28	GSON 352	BSN Accelerated - Term 3
<input type="checkbox"/>	1054	NURS	4980	C22	M	0.000	Comm Health & Health Policy Clinical	W	TBA	14	0	14	TBA	05/12-06/30	TBA	BSN Accelerated - Term 3
<input checked="" type="checkbox"/>	1055	NURS	4980	C23	M	0.000	Comm Health & Health Policy Clinical	F	TBA	11	0	11	TBA	05/12-06/30	TBA	BSN Accelerated - Term 3
<input checked="" type="checkbox"/>	1057	NURS	4990	01	M	8.000	Nursing Mgmt of Adult HC II	T	11:30 am-02:30 pm	49	0	49	TBA	05/12-08/22	GSON 340	BSN Accelerated - Term 3
								R	02:00 pm-05:00 pm				TBA	05/12-08/22	GSON 340	BSN Accelerated - Term 3
<input checked="" type="checkbox"/>	1058	NURS	4990	C41	M	0.000	Nursing Mgmt of Adult HC II Clinical	TBA	TBA	49	0	49	TBA	07/01-08/22	TBA	BSN Accelerated - Term 3

Register Add to WorkSheet New Search

Don't forget to balance your clinical days

Notes: In the Screen shot above:

- Are the results of a search for *BSN Accelerated – Term 3*
- All of the classes have been checked
 - Classes have Numeric Section designations (No alpha characters)
- Only 1 clinical selection was made per course number (4970, 4980 & 4990)
 - Clinical sections have Alpha Numeric designations, starting with the letter “C”
- IMPORTANT – balance your schedule, NURS 4970 and NURS 4980 clinicals must be balanced on days, one cannot be in a Wednesday Clinical section for both courses.
- After you click **Register** the system may be slow in responding as it is error checking your course selections.
 - Do NOT click **Register** again as it may results in your being logged out of your account.

Step 4. Reviewing Your Registration & Modifying Your Schedule

11. Add or Drop Classes Screen take 2 – After Registering for your Classes

a. **Current Schedule** Section

- i. The **Current Schedule** section shows the class sections in which you are now officially registered
- ii. If you need to drop a section:
 1. Change the **Action** menu selection from **None** to **Web Drop**
 2. Click **Submit Changes** at the bottom of the screen
- iii. If you wish to change a clinical section:
 1. Perform a class search as described in step 2
 2. Checkmark the new clinical section as described in step 3, but click **Add to Worksheet** in order to add the CRN to the **Add or Drop Classes** page
 3. Select **Web Drop** from the action menu for the clinical you will be dropping
 4. Click **Submit Changes**
 5. These steps ensure the add and drop are performed simultaneously

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Feb 11, 2014	None	1042	NURS	3270A	01	Undergraduate	3.000	Letter		Leadership Role Development
Web Registered on Feb 11, 2014	None	1057	NURS	4990	01	Undergraduate	8.000	Letter		Nursing Mgmt of Adult HC II
Web Registered on Feb 11, 2014	None	1047	NURS	4970	C24	Undergraduate	0.000	Letter		Pediatric Nursing Clinical
Web Registered on Feb 11, 2014	None	1058	NURS	4990	C41	Undergraduate	0.000	Letter		Nursing Mgmt of Adult HC II Clinical
Web Registered on Feb 11, 2014	None	1043	NURS	4970	01	Undergraduate	4.000	Letter		Pediatric Nursing

Total Credit Hours: 15.000

Billing Hours: 15.000

b. **Registration Add Errors** Section

- i. If you receive Registration Errors they will display in this section

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Linked course (Clinical/Simulation) mis-match or missing (Lecture)	1055	NURS	4980	C23	Undergraduate	0.000	Letter		Comm Health & Health Policy Clinical

- ii. In the above example the student attempted to register for NURS 4980 clinical without also registering for the NURS 4980 course
- iii. Registration Add Errors can be for multiple reasons, please contact the registration team if you have any questions about errors you may receive.

Congratulations, your registration is now complete!

You can click **Return to Menu** at the top of the page to view your schedule if you so desire.

Return to Menu -> **Week at a Glance** or **Student Detail Schedule** or **Concise Student Schedule** are all options

We recommend **Concise Student Schedule** as it is the most user and printer friendly version of your schedule.