NEW myGETS Registration Guide for Students

Beginning in Fall 2022, a new Student Registration portal was rolled out in myGETS. Access to the portal has been simplified and additional features have been added, including academic plans, a planning calendar, and simplified search features.

Jenzabar has made two brief videos available as an overview:

Planning My Schedule (https://youtu.be/o4TzI_KWMU0)
Register for a Course (https://youtu.be/2U3Lt-0pA_I)

Contents

Log In and Navigation

Go to https://mygets/garrett.edu/ics and login using the firstname.lastname portion of your Garrett email account as the Username. The password, if requested, is your Garrett email password.

Once logged in, click on Student Information.

The New Student Dashboard is currently found in the right column on the Student Information page. As we continue to work on updates this term, additional options will appear in this area, including financial information, financial aid, and housing. Currently, only Registration and Academics appear.
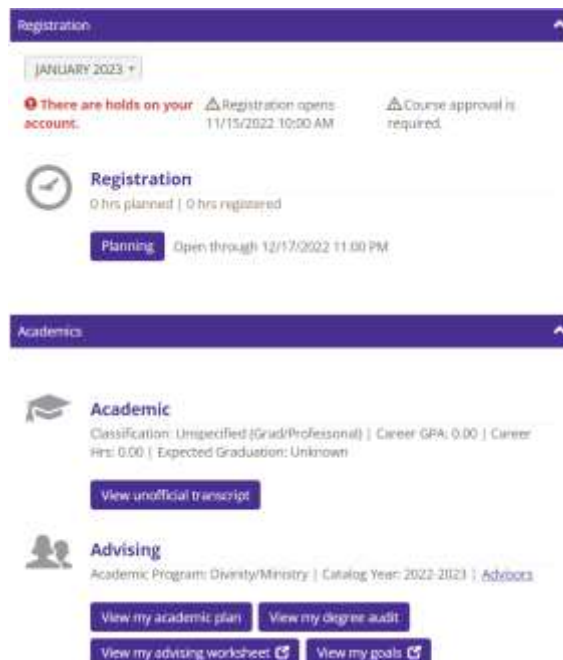
The Registration pane shows you if you have any holds, when the registration period for the selected term will open, when the planning period will open or close, and a button to go to the Planning and Registration portal. It will also give a basic overview of number of courses and hours scheduled for the term once those are added.

Registration

JANUARY 2023 ▾

❶ There are holds on your account.   ⚠ Registration opens 11/15/2022 10:00 AM   ⚠ Course approval is required.

Registration
0 hrs planned | 0 hrs registered

Planning   Open through 12/17/2022 11:00 PM

The Academics pane gives an overview of your current program status, GPA, hours, anticipated graduation, access to your advisor(s), and Academic Plan progress. There are links out to common additional needs, such as unofficial transcript, academic plans, and advising worksheets.

Academics

Academic
Classification: Unspecified (Grad/Professional) | Career GPA: 0.00 | Career Hrs: 0.00 | Expected Graduation: Unknown

View unofficial transcript

Advising
Academic Program: Divinity/Ministry | Catalog Year: 2022-2023 | Advisors
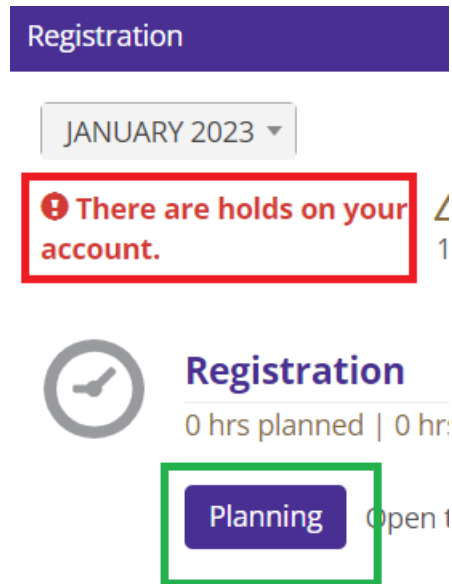
View my academic plan   View my degree audit

View my advising worksheet ⬀   View my goals ⬀

Academic Plan Progress On plan
1 of 29 requirements met (3%)

Check Holds

In the Registration portion of the new student dashboard, students can verify if any holds are present that might affect registration.

Please note that even if you have holds, you can still complete the Planning process (more on Planning below). However, holds that block registration will not let you complete the Registration Checkout.

To verify what type of hold you have and the steps to have the hold cleared, click on the Planning or Registration button (depending on which is available). On the next screen, a red Holds button will appear. Clicking on that button will open a pop-up that will display information about the hold.
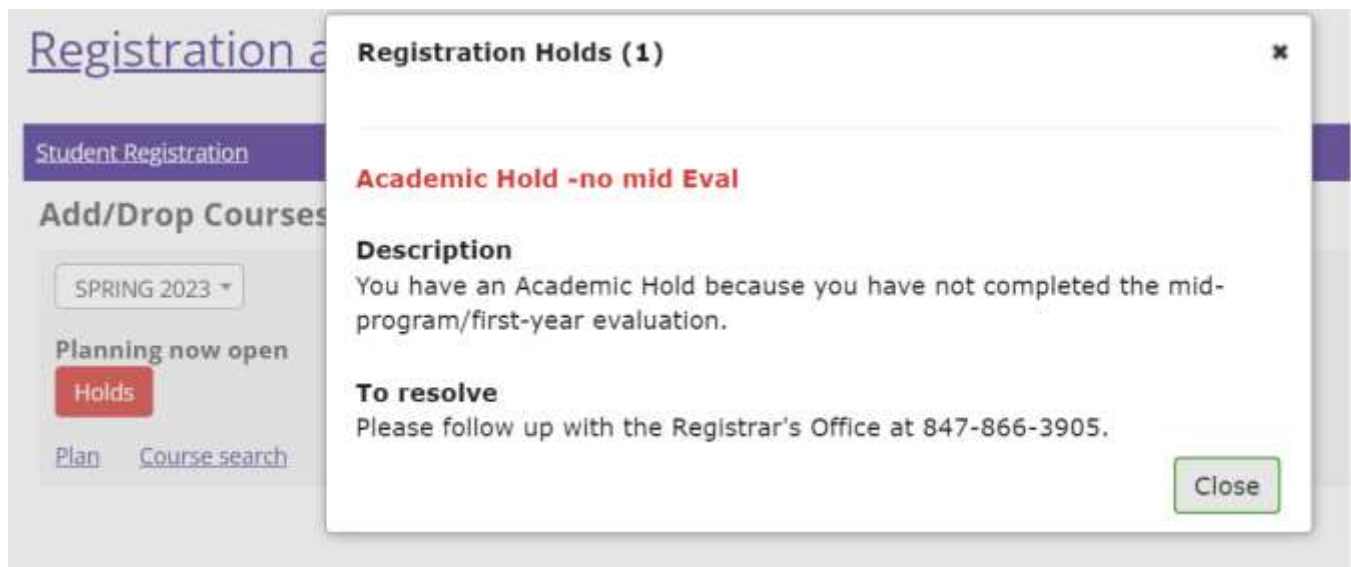
Students will need to follow up with appropriate offices to clear holds. The registrar's office cannot override holds placed by other offices without authorization.

Academic Plans

All master's students who entered in fall 2022 have an Academic Plan. Academic Plans are a general outline of how to progress through the program full time while meeting all prerequisites and requirements along the way. In the past, recommended course plans have been shared as part of the program information documents new students receive. Now they are also integrated into the registration system to help guide your progress through the program.

The Academics pane in the student dashboard gives you a brief overview of your progress in the program and the ability to view your Academic Plan.

The Academic Plan breaks down all course requirements over the standard terms in the program based on the expected timeline to completion. Each program has a default recommended plan (a future update will allow students and advisors to work together to make changes to this default plan).

Student Planning and Registration

From the Registration pane on the Student Dashboard, you can select the particular term you want to work on from the drop-down menu. Then click Planning or Registration (depending on which option is available).
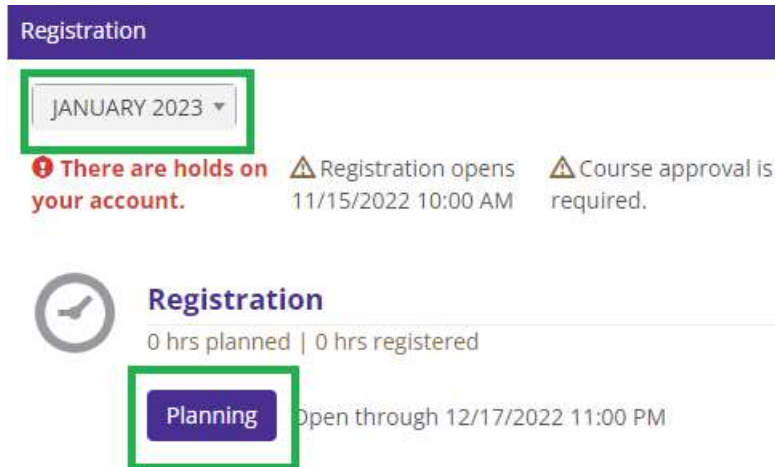
Planning vs. Registration

Planning – Students can begin searching courses and plan out their schedule before registration opens. Planning opens approximately 1 month before registration begins and closes at the end of the registration period. The planning process is nearly identical to the registration process, except that you are not enrolled in classes yet. During planning, you can add courses to your calendar, verify any clearance needed, and work with your advisor.

Register – Students can register for classes once registration begins. The search process is identical. If you have already selected courses through planning and do not need to make any changes, you will still need to select the Registration Checkout button after registration opens, confirm your course selections, and then click Register.

Features of the New Portal

After you click on Planning or Register on the Dashboard, you will land on an Add/Drop Courses page. You will again have the option of selecting a term from the drop-down. You can verify the type of hold if you have any. You may again choose Plan or Register (depending on whether registration period is open yet), or you may choose Course Search to search upcoming courses.
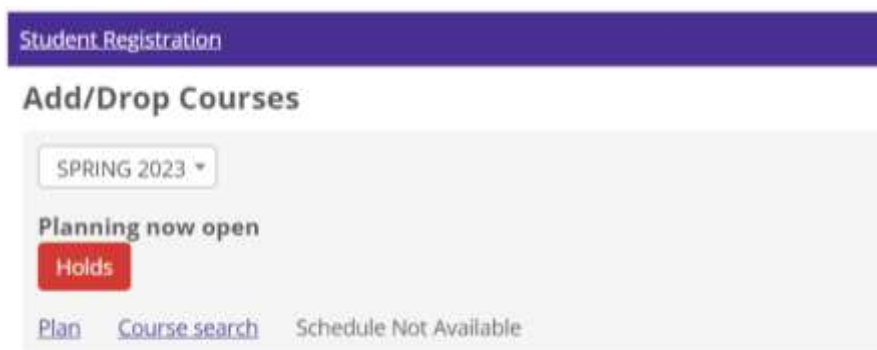
The layout of the new Student Registration screen is completely different from the old module. The bulk of the new portal view is a weekly calendar. As you add courses to your schedule, they will appear in the calendar view. *Please note*: even courses that occur only once in a term will still appear on their respective days in the calendar view
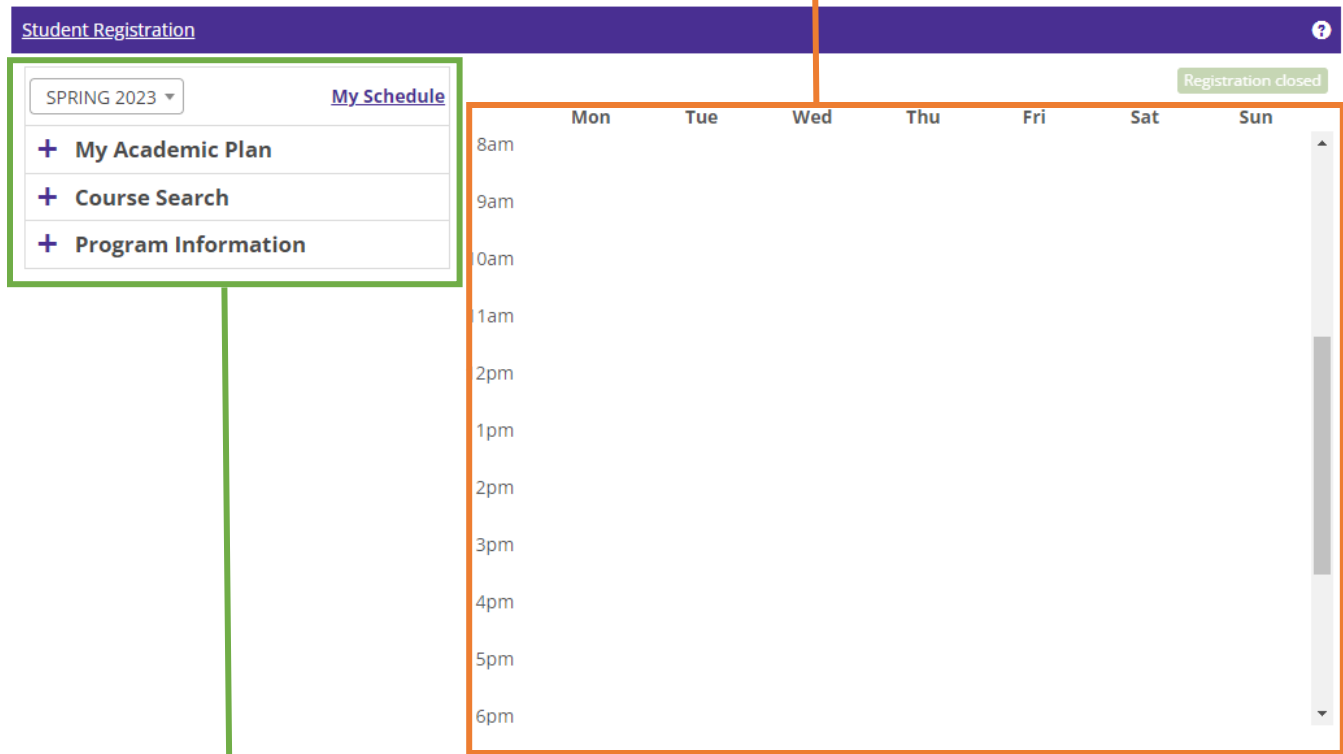
The left column of the new portal confirms the term you are currently Planning/Registering, gives the option to register according to your academic plan or according to a course search, and provides a quick view of basic program information and advisor.

The Registration Checkout button appears in the upper right of the screen. It will be faded until registration actually opens. Shortly before registration opens, a countdown timer will appear next to it to let you know when registration opens. Once registration is open, you do have to "checkout" to complete the registration process (more information below).

Planning/Registration by Academic Plan

For Master's students who entered in Fall 2022 or later, a section will appear called **My Academic Plan**. This area will show the program requirements recommended for completion that specific term. You will also have the option to look ahead using the Future Requirements option.

Planning/Registration by Course Search

All students may also use the **Course Search** option to select courses according to other criteria. Unlike previous versions, these fields are more intuitive and can find courses based only on part of a word.

The search options are much simplified. However, note that options are cumulative. If you enter information into more than one search field, it will consider all criteria as it searches.

Course Code or Title – You can type in all or part of a character string that appears anywhere in the curse code or course title.

Examples:

- Typing 500 will return results for all courses with 500 in the courses code.
- Typing theo will return results for courses in the Theology area, but also any other courses that have theo as part of the title.

Instructor – To find courses taught by a specific professor, begin typing their name in the field. Names will begin to appear for you to select.

Department – Department corresponds to the field in which the course is housed, so you might type Theology or Worship and then select the best option that appears.
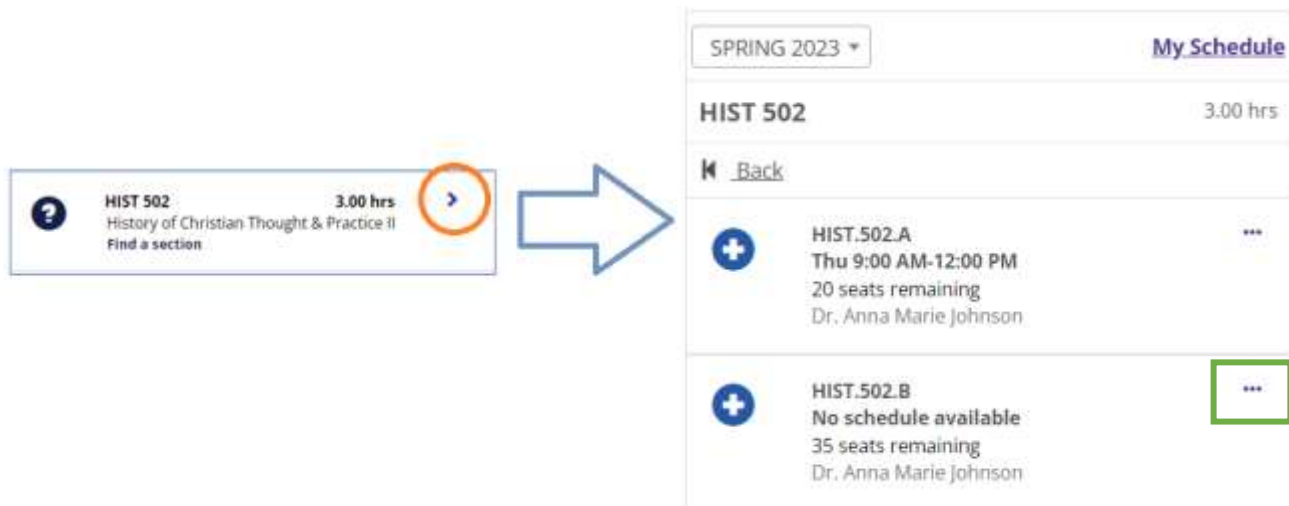
Location – This corresponds to campus. Since most of our courses take place on our single campus, this will likely not be a helpful search option.

Meeting Type – Meeting type corresponds to modality at Garrett. You can search according to particular modalities (such as classroom or HyFlex). Please note that we have several different online options that are specific to the type of modality (synchronous, asynchronous, or a blend of the two). You will need to select all of the options you want to consider. A generic serach of Online will not return any results as our modalities are more specific.

Meets Selected Days – If you are only available to take courses particular days, you can limit your search to those specific days. However, please be sure to double check course details to verify the exact meetings dates.

Reviewing and Selecting Courses

For students using the Academic Plan for registration, you can click on any requirement to generate a list of courses in the specific term that meet that requirement. For some requirements, only a single option will appear. In other cases, you will see more than one courses listed. You can review meeting information and seats remaining in order to make a selection.


Click the three dots to the right of the course to see additional details.

Add Course to Calendar

Click the Plus button next to the course you want to add. The course will be placed in the planning calendar as scheduled. Any warnings or errors will display in a popup window.

"Possible Issues" indicates that there is an inconsistency in the registration that may need attention but it will not block registration. For example, "Course Outside Division" errors may be ignored.

However, "Cannot Register" means that the course will not be able to be registered unless an issue is addressed. In the example below, a prerequisite has not yet been met for the courses. The course may remain on the calendar, but it cannot be registered until the issue is resolved.
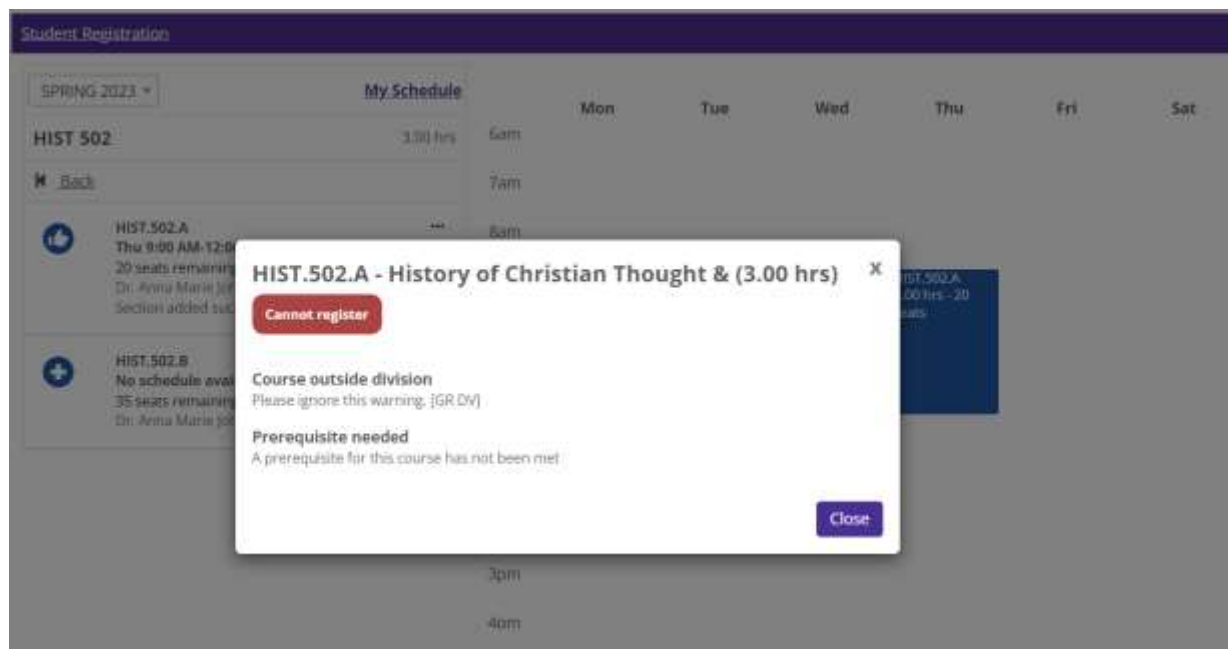
You can click close after reviewing information in the pop-up and continue to add or make adjustments to your planned schedule.

Planned courses show up as blue on the calendar.

Next Steps

If registration has not yet opened, your course selections will remain on your calendar plan for that term. You can use this opportunity to meet with your advisor to review your plan for the term or to clear up any issues that could affect registration (such as holds or clearance for advanced courses).

Permissions and Authorizations

If you are missing a perquisite for a course that you still want to take, you will need to request authorization from the course professor. A prerequisite could be another course, a course limited to a particular program, or an advanced course that requires permission for master's students. Professors can add authorizations for these courses through their own portals. As long as the authorization is added before registration begins, you will be able to leave the course on your schedule and smoothly complete the registration check out.

Other courses may require authorization in order to register. This could be courses that are by permission only, such as Field Education or independent studies or cross-registered courses that are limited only to the specific registered students. In these cases, please complete the appropriate next steps with the appropriate office to continue registration.

Meet with Your Advisor

An important part of your program is to have regular interactions with your advisor. Advisors help you make sure you are progressing through the program in a timely matter, meeting core requirements, and providing alternatives or suggestions depending on your specific interests. Once you have made your plan for the term, it is important to meet with your advisor to review the plan and to discuss any questions you may have.

Advisors must finalize all registrations before students can access Moodle for courses.

Registration Checkout

Once registration opens, you will need to return to the Student Registration screen. Click on the green Registration Checkout button at the upper right of the calendar view. You will be asked to confirm your courses. Then click on Register to finish the process.

Unless a course is already full, your courses will now be in a Reserved status. These courses will show on your calendar as green with a notation that they are "Awaiting Approval." Courses must now be finalized by the advisor. Until a course is changed to Current, you will not be able to access Moodle for the course. Courses that have been approved show as a darker green on the calendar and will have a check mark in the corner.

Wait Lists

For courses that are full, you will go on a waitlist. Wait lists are reviewed regularly up to the start of a term. Wait list priority is given first to students who need the course for their program, then to graduating students, and then to other students on the list. All considerations take into account the order in which someone was added to the list.

If students remain on a wait list once the term starts, the wait list registration will be cleared.

Students and advisors will be notified as action is taken on wait list registrations.

Making Registration Changes

After adding courses to your planning calendar, you can easily remove courses. Return to the Student Registration page. Click on the course you want to remove. A pop-up will appear with several options. Click on Remove from my calendar to drop the course.