

Registration for Courses at Geneva College

Now, that you have been admitted and you made your deposit, you are ready to register for your courses, right? Transferring in? Okay, let's get started.

On the surface, this may seem like a lengthy document (it has a lot of screenshots), but I hope it will help prepare you for registration. The first several steps (1-10) are first time registration steps, but a review of this information will assist you in a successful registration. Steps 11-12 walk you through the process of registration. And lastly, Step 13 provides you with some tips, hints, and some answers to basic questions that you may have along the way.

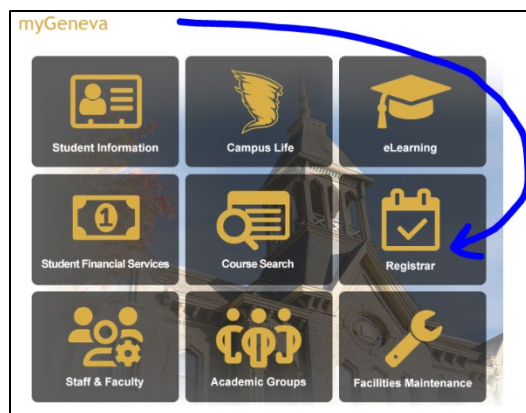
On behalf of the faculty and staff, welcome to Geneva College. We are glad you are here. We look forward to seeing you walk across the stage at commencement in few short years!

Bill Starke, MDiv
Geneva College Registrar

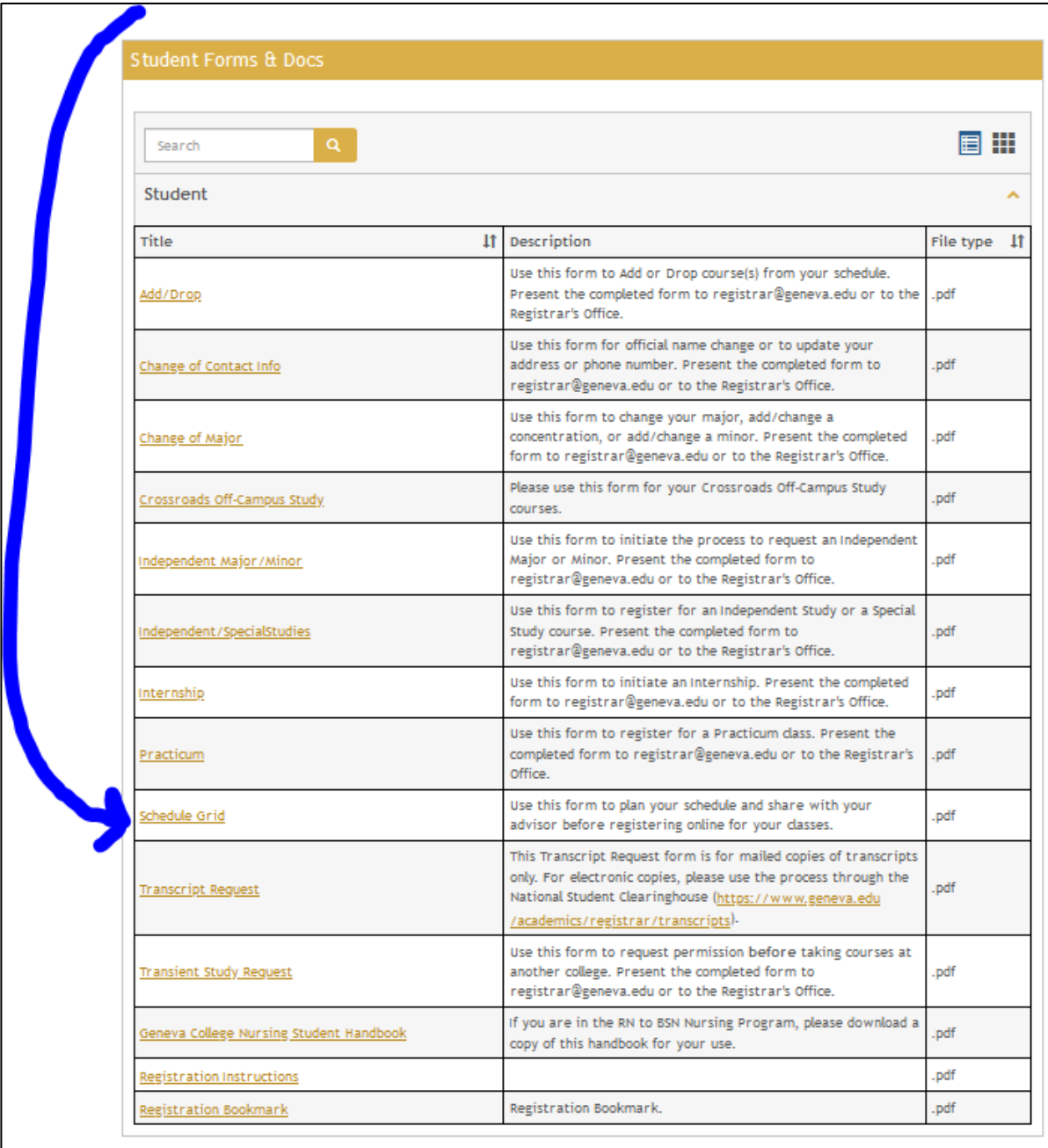
First time registration – [Steps 1-10](#)
Registration Process – [Steps 11-12](#)
Registration Tips, Hint – [Step 13](#)

1. Student ID. All registration takes place through **myGeneva** so you will need your Student ID login and password. A note to remember about the Student ID: the ID may have one or two leading zeros but for now we only use a seven-digit number. The easiest way to begin to learn your Student ID is to learn it like a phone number, the first three numbers (pause), then the last four numbers. Example: 555-1212. If you learn it this way, by the end of your first semester, it will roll right off your tongue.

2. Schedule Grid. You can download the Schedule Grid (and other Student Forms) from **myGeneva** on the Registrar page.



The **Schedule Grid** is found under Student Forms & Docs on the Registrar Page.



The screenshot shows a web interface titled "Student Forms & Docs". It features a search bar at the top with a magnifying glass icon. Below the search bar is a section labeled "Student" with an upward-pointing arrow. The main content is a table with columns for "Title", "Description", and "File type". A blue arrow on the left side of the page points from the top towards the "Schedule Grid" row in the table.

Title	Description	File type
Add/Drop	Use this form to Add or Drop course(s) from your schedule. Present the completed form to registrar@geneva.edu or to the Registrar's Office.	.pdf
Change of Contact Info	Use this form for official name change or to update your address or phone number. Present the completed form to registrar@geneva.edu or to the Registrar's Office.	.pdf
Change of Major	Use this form to change your major, add/change a concentration, or add/change a minor. Present the completed form to registrar@geneva.edu or to the Registrar's Office.	.pdf
Crossroads Off-Campus Study	Please use this form for your Crossroads Off-Campus Study courses.	.pdf
Independent Major / Minor	Use this form to initiate the process to request an Independent Major or Minor. Present the completed form to registrar@geneva.edu or to the Registrar's Office.	.pdf
Independent/SpecialStudies	Use this form to register for an Independent Study or a Special Study course. Present the completed form to registrar@geneva.edu or to the Registrar's Office.	.pdf
Internship	Use this form to initiate an Internship. Present the completed form to registrar@geneva.edu or to the Registrar's Office.	.pdf
Practicum	Use this form to register for a Practicum class. Present the completed form to registrar@geneva.edu or to the Registrar's Office.	.pdf
Schedule Grid	Use this form to plan your schedule and share with your advisor before registering online for your classes.	.pdf
Transcript Request	This Transcript Request form is for mailed copies of transcripts only. For electronic copies, please use the process through the National Student Clearinghouse (https://www.geneva.edu/academics/registrar/transcripts).	.pdf
Transient Study Request	Use this form to request permission before taking courses at another college. Present the completed form to registrar@geneva.edu or to the Registrar's Office.	.pdf
Geneva College Nursing Student Handbook	If you are in the RN to BSN Nursing Program, please download a copy of this handbook for your use.	.pdf
Registration Instructions		.pdf
Registration Bookmark	Registration Bookmark.	.pdf

3. Caveats. These are a few that may come up.

a. AP credits. If you have a score of 3 or higher in an approved subject area, this may give you credits towards a course. Please see the [AP Info and Recommendations table](#).

b. CLEP. If you have CLEP exam scores that have not been received by the college or been evaluated before registration, please let your advisor know about the subject area; do not register for that subject until a proper evaluation has been made.

c. College Transfer courses. Specifically, courses that will count towards your Core course, such as COM 101, ENG 101, etc.

1. Dual enrollment courses. If you took any courses during high school that earned college credit, please be sure to have the college that issued the credit, send an official transcript to Geneva College so the course may be evaluated for possible transfer.

2. Transfer Students. Please make sure a complete transfer evaluation has been completed for you *before* you begin your registration but do keep in mind that transfer courses **MUST** apply towards your program of study. Please make sure that an official transcript has been sent to Geneva College from your previous institution(s). No courses may be transferred to Geneva without an official transcript.

d. Math proficiency. Math proficiency is determined by completing one of the following:

1. A 2016 SAT Math score of 510 or above.
2. A 2005 SAT Math score of 470 or above.
3. An ACT Math score of 19 or above.
4. A CLT Quantitative Reasoning Score of 18 or above.
5. Passing MAT 095 Algebra with a C- or higher. This course does not count towards career hours earned.
6. Transfer a 100-level or higher college algebra course from an accredited college or take a higher math course at Geneva that is part of the algebra-calculus sequence.
7. Pass the math proficiency challenge exam.

e. Reading and Writing proficiency. - Proficiency for Reading & Writing is determined by completing one of the following:

1. A 2016 SAT Evidenced-Based Reading & Writing score of 460 or above.
2. A 2005 SAT Critical Reading score of 400 or above.
3. An ACT Reading + English score of 32 or above for students entering in the 2020-21 academic year or later.
4. An ACT English score of 11 or above for student entering before the 2020-21 academic year.
5. A CLT Verbal + Grammar score of 41 or above.
6. A grade of B- or higher in a developmental Reading & Writing course.
7. At least 24 credits transferred in from another accredited college.
8. Passing EDU 097 with a grade of C- or higher. This course does not count towards career hours earned.

9. Receiving credit for ENG 101 through an AP Language & Composition test score of 4 or higher.

10. Pass the Reading & Writing Proficiency Exam.

f. Foreign Language. To fulfill the foreign language requirement, you have several options.

1. successful completion of two years of the same foreign language in high school

2. successful completion of one year of foreign language in high school, then completion of the 102 section of the same language course at Geneva College. For example, you took one year of Spanish in high school. To fulfill the requirement, you would take (& pass) SPA 102 at Geneva).

3. successful completion of foreign language components 101 and 102 at Geneva College of the same language.

g. Academic Probation Admission. Students accepted to Geneva College on Academic Probation will have their schedule created by the Director of the Student Success Center.

4. Major. Choosing a major may seem like a daunting task—it is. Give it a lot of thought and prayer. Talk with your parents, your guidance counselor, your coaches, your pastor, your mentor, take online interests tests to see where your interests intersect with a major that you can build into your career. Are you just not sure at this point? That is perfectly ok! The Registrar recommends students enter Geneva College as Undeclared rather than make several major changes early on in their academic career.

Each department at Geneva College has a list of suggested courses for the first semester of registration. Based on the major you have selected, please see the [4-Year Plans](#) on the General Registration Information webpage. Review the courses, then add the appropriate courses to your Schedule Grid.

The screenshot shows a webpage titled "4-Year Plans" with a download icon. Below the title, there is a section for "Download and print the 4-Year Plan for your major from the menu below." followed by instructions: "Use the 4-Year Plan as your guide to selecting the courses for your first semester." and "4-Year Plans not available here will be provided during the advising meeting. Undeclared students, contact your advisor to discuss details." There is also a note for "Transfer Students: Refer to your Course Transfer Evaluation provided by your admissions counselor." The main content is a list of "4-Year Plans:" with 15 items arranged in three columns:

- Accounting
- Accounting Scholars 3+1 Program
- Accounting CPA
- Actuarial Mathematics
- Applied Mathematics
- Aviation/Business - Aerospace Management
- Aviation Business - Air Traffic Control
- Communication Design
- Communication - Integrated Media
- Communication - Public Relations
- Communication - Writing
- Communication Disorders
- Community Development
- Computer Information Systems
- Computer Science
- History/Secondary Ed Social Studies (double major)
- Management
- Marketing
- Mathematics Education
- Middle School Education - 4-8 Language Arts
- Middle School Education - 4-8 Math
- Middle School Education - 4-8

5. Advising Worksheet. Each student has an Advising Worksheet that is generated for them based on their major, concentration, minor, advising year, test scores, AP credits, transfer credits, etc. The student has access to the Advising Worksheet through **myGeneva**. It may be found following this trail: **Student Information → Academic Degree Plan → View All Details → Print Advising Worksheet**. It may take a few seconds for the Advising Worksheet to populate because it is a dynamic report that is generated each time it is called up, so it is up-to-date.

Now, the first few times you encounter an Advising Worksheet, it can be intimidating with all the information that is presented and especially the red **X**'s. Let's cover a few things. First, here is the Code Key for the Advising Worksheet which will help you read the Advising Worksheet better.

Code Key:	
- Requirement is MET	- Requirement is NOT MET
- An unapproved alteration or course substitution has been applied	- Course is In Progress
- An approved alteration or course substitution has been applied	- Course being repeated
- Indicates that a hold will prevent the student from registering for classes	- Represents a cumulative course
	RED - Requirement has been completed unsatisfactorily (UN)
	BLUE - Transfer course work (TR)

The next thing to know about the Advising Worksheet is that it operates like an outline. Once an outside item has been completed, even if something on the inside of that area has a red **X**, if the upper level of the outline has been met, it has been met. In the example below, it may seem confusing at first because, there is a red **X** below the green of ENG 101, but rest assured that the English Comp Requirement has been met!

English Comp Requirement
ENG 101 (or equivalent course must be taken unless PASSED WITH A GRADE OF C- OR BETTER.)
ENG -101 -07 ENGLISH COMPOSITION

When you encounter a question about the Advising Worksheet, please ask your Faculty Advisor, the Geneva College Registrar, or the Assistant Registrar.

Below is a typical Advising Worksheet. The first page contains student information, Major, Concentration, Minor, Faculty Advisors, Career Hours Earned, GPA, Classification, etc.

Geneva College Advising Worksheet	
Personal Information (Legal, Home, or Permanent):	
Name:	ID Number:
Address:	
Phone:	
Mobile:	
Degree Information: (Catalog Year 2019)	
Major 1:	
Advisee Information:	
Advisor #1:	Will
Advisor #2:	Kay
Career Hours Earned:	50.50
Career GPA:	3.66
Last Term Attended GPA:	.00
Classification:	Sophomore
Academic Standing:	Good
Holds and Warnings:	
✘ Core Curriculum (NOT MET)	
Core Curriculum:.....25.50 Hours Earned	
✘ Proficiencies	
✘ Math	
Proficiency is determined by completing one of the following:	
1. A 2016 SAT Math score of 510 or above.	
2. A 2005 SAT Math score of 470 or above.	
3. An ACT Math score of 19 or above.	
4. Passing MAT 095 Algebra with a C- or higher. Does not count toward career hours earned.	
5. Transfer a 100-level or higher college algebra course from an accredited college or take a higher math course at Geneva that is part of the algebra-calculus sequence.	
6. Pass the math proficiency challenge exam.	
● MAT -095 -E1 ALGEBRA	(3.00 In Progress 2020-2021 - Spring Traditional I
✘ Math Challenge Exam	
✘ Math Prof. Thru Tst Score	
✔ Reading and Writing	
Proficiency is determined by completing one of the following:	
1. A 2016 SAT Evidence-Based Reading and Writing score of 460 or above.	
2. A 2005 SAT Critical Reading score of 400 or above	
3. An ACT Reading + English score of 32 or above for students entering in the 2020-21 academic year or later.	
4. An ACT English score of 11 or above for students entering before the 2020-21 academic year.	
5. A CLT Verbal + Grammar score of 41 or above.	
6. A grade of B- or higher in a developmental Reading and Writing course.	
7. At least 24 credits transferred in from another accredited college.	
8. Passing EDU 097 with a grade of C- or higher. Does not count toward career hours earned.	
✔ Foreign Lang & Culture	
2 years of high school foreign language, or 1 year of high school foreign language plus 102 (must be in the same language), or 101 and 102 (must be in the same language).	

One of the strengths of the Advising Worksheets is that it will show **all** of the courses required for your program of study. But what the Advising Worksheet will not show you is *when* to take those courses. Your department has a 4-year plan that will help you schedule when to take specific courses during certain semesters. Please consult with your Faculty Advisor as well for the timing of courses. One word of caution: do not rely on department check sheets as your sole source for graduation requirements – please refer to the Advising Worksheet as your official source!

In reviewing the Advising Worksheet below, you will notice the course work for this Communication Major, who has a Public Relations Concentration. The required courses are shown but not the course sequence. Some general course sequencing is intuitive as set by the course numbering, 200 level, 300 level, 400 level, etc.

Unofficial Advising Worksheet	
✘ Primary AIM: Communication B.A. (NOT MET)	
Communication B.A.:	3.00 Hours Earned
<i>Take all of the following, plus the requirements for one concentration. COM 111, COM 150, COM 212, COM 230, COM 250, COM 305, COM 310, COM 315, COM 335, COM 400, COM 410 and one from COM 201, COM 202, COM 204, CSC 190, ENG 221, ENG 223, or VIS 205.</i>	
● COM -230 -E1 INTERPERSONAL COMMUNICATION	(3.00 In Progress 2019-2020 - Spring Term)
✘ COM250 Histy Com Technologies	
✘ COM305 Culture & Communication	
✘ COM310 Adv Public Speaking	
✘ COM315 Communication Theory	
● COM -335 -01 ARGUMENTATION & DEBATE	(3.00 In Progress 2020-2021 - Fall Term)
✘ COM400 Communication Professiona	
✘ COM410 Media Law,Regulatn,Ethics	
✘ Choose One Practicum	
<i>Choose one Practicum from: COM 201, COM 202, COM 204, COM 208, CSC 190, ENG 221, OR ENG 223.</i>	
● COM204 PRACTICUM	(1.00 In Progress 2019-2020 - Spring Term)
● Approved Alteration: Substitution Course Requirement - COM204	
✘ Complete HTML	
✘ Public Relations Concen (NOT MET)	
Public Relations Concen:	5.00 Hours Earned
<i>Take COM 202, COM 205, COM 280, COM 380, COM 385, plus 3 additional credits.</i>	
✘ COM202 Public Relation Practicum	
● COM -205 -E1 INTRODUCTION TO PUBLIC RELATIONS	(3.00 In Progress 2019-2020 - Spring Term)
✘ COM280 Comm Design: Print	
✘ COM380 Advanced Public Relations	
✓ COM -385 -01 EVENT PLANNING	A 2.00
✓ Choose one Course	
<i>Choose 3 credits from the following: COM 245, COM 325, COM 350, ENG 205, ENG 241, or ENG 242.</i>	
✓ COM -245 -01 WRITING FOR INTEGRATED MEDIA	A 3.00

6. Credit load. Geneva College requires a minimum of 120 credits for a bachelor’s degree; some degrees require more credits such as accounting CPA, education, and engineering for example. Generally, students should take 15-16 credits each semester; for those degrees that require more credits, 18 credits per semester will be more the norm. Geneva College also offers courses in the summer as well. Keep [Summer@Geneva / May@Geneva](#) in mind for an affordable option to either catch up on credits or get ahead.

To keep your full-time status, students need to remain registered for 12 credits each semester. If it becomes necessary to drop or withdraw from a course during the semester, always consult with your Faculty Advisor and with Student Financial Services before making your final decision.

7. Marching Band & Varsity Athletes. Avoid scheduling courses that *begin* after 2:30pm so that you may attend all practices and games as scheduled.

8. Lecture & Lab Courses. When you register for courses that have a lecture and a lab, please make sure you register for both parts of the course. Here is an example using CHM 111 – General College Chemistry:

Lecture
<u>CHM 111 0A</u> General College Chemistry McMahon, Kerry MWF 9:05-10:00am; Main Campus, Science and Engineering, Main Lecture Hall
Lab
<u>CHM 111 03</u> General College Chemistry LB Schiren, Jessica T 6:30pm-9:50pm; Main Campus, Science and Engineering, SE 110 Chemistry Room

9. Lecture and Discussion Courses. When you register for courses that have a lecture and discussion, please make sure you register for both parts of the course. Here is an example using BIB 112 – Old Testament Intro:

The Lecture section of this course example ends in with 0A.

Search Courses - Course Details	
Course Details	
OLD TESTAMENT INTRO (BIB 112 0A)	
Instructor(s): Watt, Jonathan M ⓘ ☒;	
2020-2021 - Fall Term, Undergraduate	0.00 Credit(s)
Dept: BIB	Clock Hours: 0.00
Status: Open (177 out of 180 seats)	Reference Number: 12959
Note:	LECTURE
Course Schedules	
Day & Time	Date(s)
WF 8:00 AM-8:55 AM	8/31/2020 - 12/18/2020

The Discussion section of this course example ends in the number 01.

Search Courses - Course Details

Course Details

OLD TESTAMENT INTRO (BIB 112 01)
Instructor(s): Curtis, Byron G ⓘ✉;

2020-2021 - Fall Term, Undergraduate	3.00 Credit(s)
Dept: BIB	Clock Hours: 0.00
Status: Open (24 out of 25 seats)	Reference Number: 12697

Note: DISC; also register for BIB 112 0A or 0B

Course Schedules

Day & Time	Date(s)
M 8:00 AM-8:55 AM	8/31/2020 - 12/18/2020

10. Preregistered Courses. As you begin to build out your schedule, you will notice that you may be preregistered for some courses. These courses may include the previously mentioned proficiency courses for math and English, SSC 101, and Chapel.

SSC 101 – Learning and Transition. This course will help students facilitate the transition from high school to college and promote success in college. Students will be grouped in sections with students with the same major.

Chapel. Geneva College conducts a chapel service each Wednesday from 10:10am-11:00am during the academic year when classes are in session. The Chapel course is added to your schedule as a reminder of Geneva’s commitment to this part of our educational mission. You may not drop this course from your schedule.

Schedule - Schedule Details

Course Schedule for

Term Data is only available for current or pre-registered courses.

Term: 20 -20 - Fall Term Division: Undergraduate

Search

Textbooks	Course	Title	Credits	Status	Grading Type	Course Instructors	Meets	Dates	Room
	BIB 112 05	BIBL INT I-CREATION TO POST-EXILIC	3.00	History	LT	Davis, Allison Leigh	M 8:00 - 8:55 AM	8/26/2019 - 12/13/2019	MAINC / MB / 033
	BIB 112 0A	BIBL INT I-CREATION TO POST-EXILIC	0.00	History	PG	Watt, Dr. Jonathan M	WF 8:00 - 8:55 AM	8/26/2019 - 12/13/2019	MAINC / MB / JWC
	BIO 107 0A	FOUNDATIONS OF BIOLOGY	4.00	History	LT	Tobias, Miss Marjory C.	TH 9:30 - 10:50 AM	8/26/2019 - 12/13/2019	MAINC / SE / 022
	CHPL 001 01	REQUIRED CHAPEL	0.00	History	PG	Chapel Staff,	W 10:10 - 11:00 AM	8/26/2019 - 12/13/2019	MAINC / FH / FH
	COM 101 03	PRINCIPLES OF COMMUNICATION	3.00	History	LT	Ward, Dr. Joel Scott	MWF 1:25 PM - 2:20	8/26/2019 - 12/13/2019	MAINC / SE / 312B
	ENGL 101 05	ENGLISH COMPOSITION	3.00	History	LT	Watson, Joseph Nathaniel	TH 8:00 - 9:20 AM	8/26/2019 - 12/13/2019	MAINC / NW / 111
	MAT 095 E1	ALGEBRA	3.00	History	DV		T 6:30 PM - 9:20	8/26/2019 - 12/13/2019	MAINC / SE / 317
	SSC 101 15	LEARNING AND TRANSITION	1.00	History	LT	Willard, Randon T Turner, Anthony	M 10:10 - 11:05 AM	8/26/2019 - 12/13/2019	MAINC / MB / 031

[Printable Student Schedule](#)

At the bottom of the Schedule Details window, notice the **“Printable Student Schedule”** link. Click on this link to display a printable PDF of your schedule. A few words of caution about your initial schedule, especially for first time students: your schedule may be adjusted slightly over the summer to compensate for class size, etc., so it would be wise to hold off on purchasing your textbooks until closer to start of the semester, once you and your advisor have agreed on and finalized your schedule.

Initial Schedule (notice Chapel has not been added yet by the Registrar’s Office)

Student Schedule

20: 20 Fall Term

Name :	Division : Undergraduate	Major 1 : COM Communication
ID Number :	Degree : BA	Major 2 :
	Class : Sophomore	Major 3 :
	Advisor : Talbert Richard L.	Minor 1 :
		Minor 2 :
		Minor 3 :

Course:	Professor	Days	Beg Date	Beg Time	End Date	End Time	Loc / Bldg / Room	Status	Hours
Course: BIB 300 05	BIBLICAL WORLDVIEW Dr. C. Scott Shidemantle Ph.D.	MWF	08/31/20	01:25 PM	12/18/20	02:20 PM	MAINC NW 111	Current	3.00
Course: COM 150 01	MEDIA LITERACY Richard L. Talbert	MWF	08/31/20	12:20 PM	12/18/20	01:15 PM	MAINC MB 021	Current	3.00
Course: COM 212 E1	ORGANIZATIONAL COMMUNICATION Mr. Jeffrey C Schindel	H	08/31/20	06:30 PM	12/18/20	09:20 PM	MAINC NW 112	Current	3.00
Course: COM 335 01	ARGUMENTATION & DEBATE Dr. Joel Scott Ward	MWF	08/31/20	09:05 AM	12/18/20	10:00 AM	MAINC SE 312B	Current	3.00
Course: HUM 303 02	PERSPECTIVES:FAITH,CULTURE,IDEI Jean C Bingle	WF	08/31/20	11:15 AM	12/18/20	12:10 PM	MAINC NW 211	Current	3.00
Course: HUM 303 0A	PERSPECTIVES:FAITH,CULTURE,IDEI Jean C Bingle	M	08/31/20	11:15 AM	12/18/20	12:10 PM	MAINC MB JWC	Current	0.00
Total Hours: 15.00									

Days: M=Monday T=Tuesday W=Wednesday H=Thursday F=Friday S=Saturday U=Sunday

Printed from the myGeneva Student Information Portal

Page 1 of 1

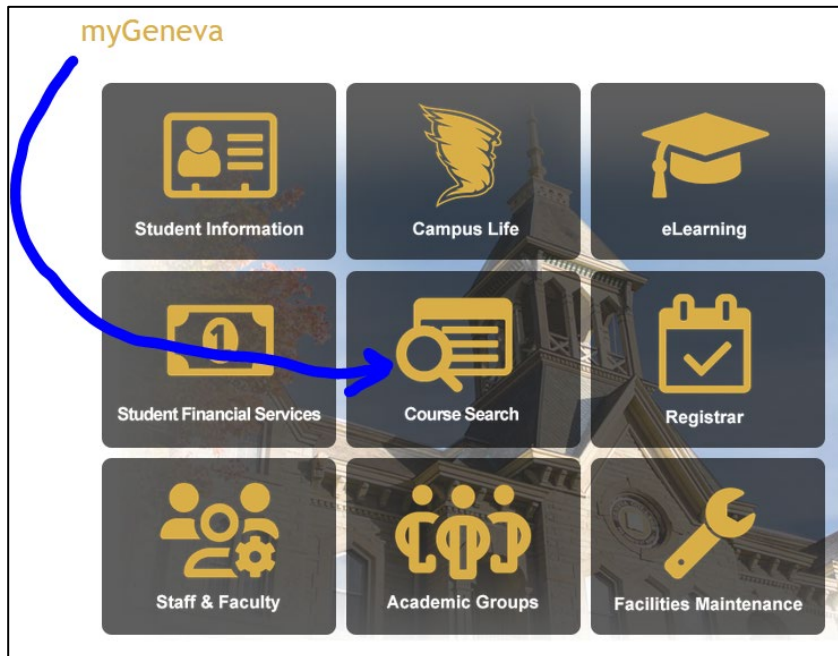
Final Schedule (Chapel is on the schedule)

Student Schedule												
20 20: Spring Term												
Name :			Division : Undergraduate			Major 1 : COM Communication						
ID Number :			Degree : BA			Major 2 :						
			Class : Sophomore			Major 3 :						
			Advisor : Talbert Richard L.			Minor 1 :						
						Minor 2 :						
						Minor 3 :						
Course	Professor	Days	Beg Date	Beg Time	End Date	End Time	Loc / Bldg / Room	Status	Hours			
Course: BIB 152 H1	INT TO BIBLICAL STUDIES NT - HONC											
	Dr. C. Scott Shidemantle Ph.D.	TH	01/13/20	08:00 AM	05/07/20	09:20 AM	MAINC SE 312A	Current	3.00			
Course: CHPL 001 31	REQUIRED CHAPEL											
	Chapel Staff	W	01/13/20	10:10 AM	05/07/20	11:00 AM	MAINC FH FH	Current	0.00			
Course: COM 205 E1	INTRODUCTION TO PUBLIC RELATIO											
	Mr. Jeffrey C Schindel	H	01/13/20	06:30 PM	05/07/20	09:20 PM	MAINC NW 113	Current	3.00			
Course: COM 230 E1	INTERPERSONAL COMMUNICATION											
	Dr. Joel Scott Ward	M	01/13/20	06:30 PM	05/07/20	09:20 PM	MAINC NW 113	Current	3.00			
Course: COM 292 32	TEACHING PRACTICUM											
	Dr. Joel Scott Ward		01/13/20		05/07/20			Current	1.00			
					BY APPT							
Course: HUM 203 0A	MAKING THE WEST											
	Dr. Andrea J. Smith-Sittema	M	01/13/20	01:25 PM	05/07/20	02:20 PM	MAINC MB JWC	Current	0.00			
Course: HUM 203 33	MAKING THE WEST											
	Dr. Matthew L Kickasola	WF	01/13/20	3:25 PM	05/07/20	02:20 PM	MAINC NW 113	Current	3.00			
Course: SCS 110 0A	INTRO NATURAL SCIENCE											
	Dr. Kerry C. McMahon	MWF	01/13/20	11:15 AM	05/07/20	12:10 PM	MAINC SE 022	Current	4.00			
Course: SCS 110 33	INTRO NATURAL SCIENCE											
	Dr. Kerry C. McMahon	H	01/13/20	02:00 PM	05/07/20	04:50 PM	MAINC SE 318	Current	0.00			
									Total Hours:	17.00		

Days: M=Monday T=Tuesday W=Wednesday H=Thursday F=Friday S=Saturday U=Sunday
Printed from the myGeneva Student Information Portal Page 1 of 1

11. Course Search. That was a lot of pre-work to review, now we are ready to begin. It will get easier over time. Course Search is available from the main page on **myGeneva**. While anyone can view the courses on Course Search, to register for courses, you will need to be logged in with your Geneva College Student ID.

Basic Course Search Window



Course Search

Search Courses - Course Search

Course Search

Term: 20 -20 - Fall Term

Department: All

Course Number Range: to

Title: Begins With

Course Code: Begins With

Division: All

Method: All

Reference #:

Time: To:

Meets on any day(s)
 Meets only on the selected days

Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Faculty: All

Campus: All

Building: All

Section Status: Open or Full

Min/Max Hours: to

Search Reset

Alphabetical Listing of Courses

<input type="checkbox"/>	Textbook BIB 112.05	OLD TESTAMENT INTRO	Davis, Allison Leigh	25/25	Open	M 8:00 AM-8:55 AM; Main Campus, Old Main, Old Main - 033	3.00	8/31/20	12/18/20
<input type="checkbox"/>	Textbook BIB 112.06	OLD TESTAMENT INTRO	Davis, Allison Leigh	25/25	Open	M 8:00 AM-8:55 AM; Main Campus, Old Main, Old Main - 034	3.00	8/31/20	12/18/20

Add Courses

AC - BI | BI - BI | BI - BI | BI - BU | BU - CD | CD - CH | CH - CN | CN - CN | CN - CO | CO - CS | CS - CY | EC - ED | ED - EG | EG - EG | EG - EN | EN - ES | ES - HI | HI - HU | HU - HU | HU - MA | MA - MI | MS - MU | MU - NU | PE - PH | PH - PO | PO - SC | SC - SP | SS - SS | SS - XC [Next page -->](#)

To navigate to another section, click on that section, such as EG-EN, to begin to look for sections of ENG 101.

Course Search – EG-EN

Course Search

Search Courses - Results

Search Results

Search Again Term: - Fall Term Division:

Add	Textbook	Course code	Name	Faculty	Seats Open	Status	Schedule
<input type="checkbox"/>	Textbook	EGR 482 02	SENIOR DESIGN PROJECT	Comer, Anthony C	32/47	Open	T 3:30 PM-4:50 PM; Main Campus
<input type="checkbox"/>	Textbook	EGR 482 03	SENIOR DESIGN PROJECT	Comer, Anthony C	36/47	Open	W 3:35 PM-4:30 PM; Main Campus, Rapp Techn
<input type="checkbox"/>	Textbook	EGR 482 0A	SENIOR DESIGN PROJECT	Comer, Anthony C Kennedy, Mark T Stahl, John W Jobes, Christopher C. Ph.D.	51/60	Open	M 10:10 AM-11:05 AM; Main Campus, Rapp Tech
<input type="checkbox"/>	Textbook	ELE 305 01	ELECTROMAGNETIC FIELDS AND WAVES	Buxamusa, Adnan	7/12	Open	TH 9:30 AM-10:50 AM; Main Campus, Science ar H 2:00 PM-3:20 PM; Main Campus, Science and
<input type="checkbox"/>	Textbook	ELE 309 01	ELECTRONIC DEVICES & CIRCUITS I	Tanyel, Murat Fillingier, Ian Lewis	25/36	Open	TH 11:00 AM-12:20 PM; Main Campus, Science a T 2:00 PM-4:50 PM; Main Campus, Science and
<input type="checkbox"/>	Textbook	ELE 440 01	DIGITAL SIGNAL PROCESSING	Tanyel, Murat	10/12	Open	MWF 11:15 AM-12:10 PM; Main Campus, Science M 2:30 PM-4:30 PM; Main Campus, Science and
<input type="checkbox"/>	Textbook	ENG 101 01	ENGLISH COMPOSITION	Williams, Daniel P	17/20	Open	MWF 1:25 PM-2:20 PM; Main Campus, Old Main
<input type="checkbox"/>	Textbook	ENG 101 02	ENGLISH COMPOSITION	Watt, Jonathan M	16/20	Open	MWF 2:30 PM-3:25 PM; Main Campus, Old Main
<input type="checkbox"/>	Textbook	ENG 101 03	ENGLISH COMPOSITION	Modro, Anne Kathleen	13/20	Open	MWF 12:20 PM-1:15 PM; Main Campus, Rapp Te
<input type="checkbox"/>	Textbook	ENG 101 04	ENGLISH COMPOSITION	Modro, Anne Kathleen	17/20	Open	MWF 1:25 PM-2:20 PM; Main Campus, Rapp Tec
<input type="checkbox"/>	Textbook	ENG 101 05	ENGLISH COMPOSITION	Modro, Anne Kathleen	20/20	Open	MWF 2:30 PM-3:25 PM; Main Campus, Rapp Tec
<input type="checkbox"/>	Textbook	ENG 101 06	ENGLISH COMPOSITION	STAFF, COURSE	17/20	Open	MWF 12:20 PM-1:15 PM; Main Campus, Old Mai
<input type="checkbox"/>	Textbook	ENG 101 EC1	ENGLISH COMPOSITION	Dinsmore, David Michael Cole, Jeffrey S	20/20	Open	BY APPT; Beaver County Christian School/High
<input type="checkbox"/>	Textbook	ENG 101 EC2	ENGLISH COMPOSITION	Cowley, Meredith C. Cole, Jeffrey S	20/20	Open	BY APPT; Hampton Christian Academy/High Sch
<input type="checkbox"/>	Textbook	ENG 101 EC3	ENGLISH COMPOSITION	Siverts, Ann H Cole, Jeffrey S	20/20	Open	BY APPT; Hillcrest Christian Academy, Hillcrest
<input type="checkbox"/>	Textbook	ENG 101 EJ1	ENGLISH COMPOSITION	STAFF, COURSE	15/15	Open	BY ARRANGEMENT; Eastern Christian School, Ne
<input type="checkbox"/>	Textbook	ENG 101 OL1 D.A	ENGLISH COMPOSITION	Smith, Maria Danelle	15/15	Open	ONLINE; Emerge Online
<input type="checkbox"/>	Textbook	ENG 101 OL1 D.B	ENGLISH COMPOSITION	Smith, Maria Danelle	15/15	Open	ONLINE; Emerge Online
<input type="checkbox"/>	Textbook	ENG 112 01	INTRO LITERARY STUDIES RESEARCH	Szabo, Lynda A	12/20	Open	TH 9:30 AM-10:50 AM; Main Campus, Old Main,
<input type="checkbox"/>	Textbook	ENG 205 01	ADVANCED COMPOSITION	Williams, Daniel P	6/18	Open	MWF 12:20 PM-1:15 PM; Main Campus, Science

[<-- Previous page](#) | [AC - B](#) | [B - B](#) | [B - B](#) | [B - BU](#) | [BU - CD](#) | [CD - CH](#) | [CH - CN](#) | [CN - CN](#) | [CN - CO](#) | [CO - CS](#) | [CS - CY](#) | [EC - ED](#) | [ED - EG](#) | [EG - EG](#) | [EG - EN](#) | [EN - EN](#)

12. Adding Courses.

After determining which course you want to add, navigate to the area of Course Search on **myGeneva**. Based on the **Schedule Grid** that you completed, select the course which best fits into your schedule.

When you hover over the checkbox, you will notice the message as shown below.

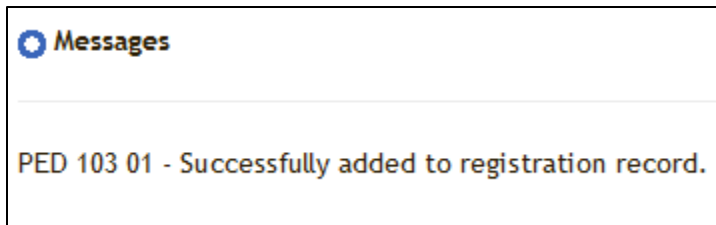
<input type="checkbox"/>	Textbook PED 103 01 PHYSICAL FITNESS
<input type="checkbox"/>	Add PED 103 01 PED 103 02 PHYSICAL FITNESS

Click on the checkbox to add the course.

<input checked="" type="checkbox"/>	Textbook PED 103 01	PHYSICAL FITNESS	Krzywiecki, Theodore Luke	14/25	Open	MW 8:00 AM-8:55 AM; Main Campus, Rapp Technology Center, RT 205	1.00
-------------------------------------	---	------------------	------------------------------	-------	------	--	------

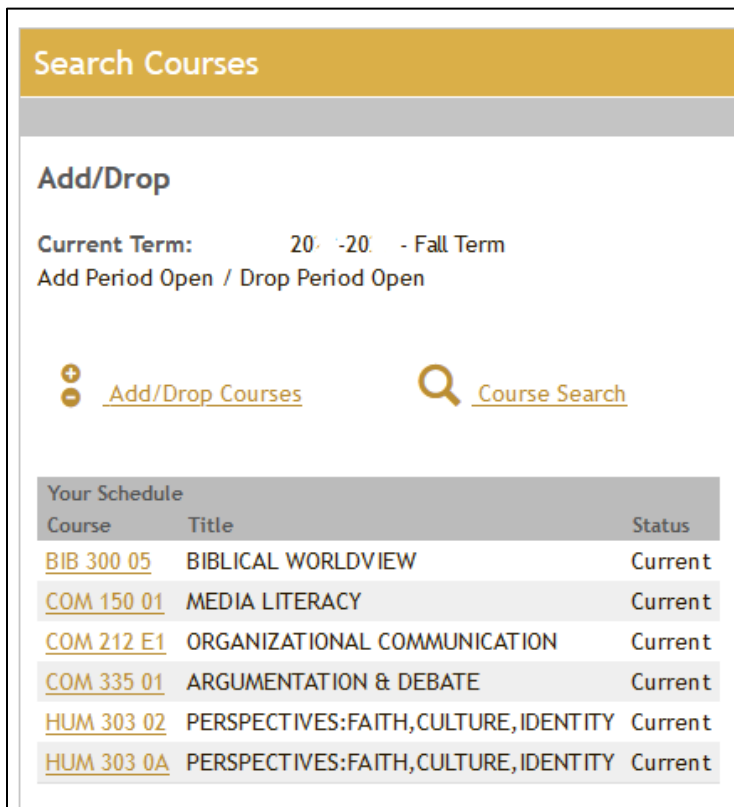
After you have clicked on the checkbox, scroll to the bottom of the page and click the [Add Courses](#) button.

If all went well (and it will!), you will receive a message like the one below.



Continue adding courses until you have added the courses on your Schedule Grid.

After you have added all your courses, you should end up with a schedule similar to the one listed here (this example is for a junior).



Search Courses

Add/Drop

Current Term: 2021-2022 - Fall Term
Add Period Open / Drop Period Open

[Add/Drop Courses](#) [Course Search](#)

Your Schedule

Course	Title	Status
BIB 300 05	BIBLICAL WORLDVIEW	Current
COM 150 01	MEDIA LITERACY	Current
COM 212 E1	ORGANIZATIONAL COMMUNICATION	Current
COM 335 01	ARGUMENTATION & DEBATE	Current
HUM 303 02	PERSPECTIVES:FAITH,CULTURE,IDENTITY	Current
HUM 303 0A	PERSPECTIVES:FAITH,CULTURE,IDENTITY	Current

13. Tips, Hints. There are several ways to go about registration. Register for the most important courses first! In this section, we will look at a few tips and hints that may help answer your questions.

I went to Course Search to register but there aren't any checkboxes for me to register for courses. How do I resolve this?

1. Are you logged in to **myGeneva** with your Student ID?
2. Did you log in before 7am? Most of the registration start times begin at 7am. You may log in to **myGeneva**, but you cannot be on the registration window before the appointed registration time or you will not see the checkboxes.
3. If you are logged in, but do not see any checkboxes, and you have been cleared to register, and you did not log in before the registration time, please contact the Registrar's Office: registrar@geneva.edu.

Textbook	BUS 110 01	BUSINESS FOUNDATIONS	DeMarco, Eugene F.
Textbook	BUS 110 02	BUSINESS FOUNDATIONS	Fuss, Matthew A.
Textbook	BUS 115 01	BUSINESS COMMUNICATION	Songer, Curtis E.
Textbook	BUS 115 02	BUSINESS COMMUNICATION	Songer, Curtis E.
Textbook	BUS 140 01	INTRO TO BUS COMPUTING	STAFF, COURSE
Textbook	BUS 220 01	SRVY OF PERSNL FINANCE	Adels, Christen S.
Textbook	BUS 241 01	BUSINESS ANALYTICS I	STAFF, COURSE Adels, Christen S.
Textbook	BUS 241 02	BUSINESS ANALYTICS I	STAFF, COURSE Adels, Christen S.
Textbook	BUS 310 01	PRINCIPLES OF MANAGEMENT	Fuss, Matthew A.
Textbook	BUS 311 01	BUSINESS LAW	Adels, Christen S.
Textbook	BUS 314 01	INTERNATIONAL BUSINESS	Murphy Gerber, Denise C.
Textbook	BUS 320 01	PRINCIPLES OF MARKETING	Songer, Curtis E.
Textbook	BUS 330 01	PRINCIPLES OF FINANCE	Raver, Daniel H
Textbook	BUS 344 01	MANAGEMENT OF INFORMATION SYSTEMS	Richards, Gordon P.
Textbook	BUS 350 01	HUMAN RESOURCE MANAGEMENT	Fuss, Matthew A.
<p><- Previous page AC - BI BI - BI BI - BI BI - BU BU - CH CH - CI CO - CO CO - CS CS - ED </p>			

I need a history course for a Core Society requirement but the one I found conflicts at the time of another course. Is there history course available at another time slot?

Use the “All courses in the Department” feature at the bottom of the Course Details window you reviewed to search for courses in the History Department.

Course Details

EUROPE II: 1500-1815 (HIS 221 01)
Instructor(s): Bingle, Jean C ⓘ✉;

2021-2022 - Fall Term, Undergraduate	3.00 Credit(s)
Dept: HIS	Clock Hours: 0.00
Status: Open (12 out of 25 seats)	Reference Number: 13052

Note: Society Group B option

Course Schedules

Day & Time
MWF 8:00 AM-8:55 AM

Course Description

From the Renaissance through the Napoleonic period. The formation of modern Europe.

Bookstore / HEOA Information

In compliance with the Higher Education Opportunity Act of 2008, the Campus Bookstore is required to provide information on the availability and pricing of textbooks.

- Textbook information on our website is provided by the academic departments, and is subject to change by the publisher at any time, and will be updated as soon as possible.
- Pricing of all textbooks is subject to change by the publisher at any time, and will be updated as soon as possible.
- Because this information can change at any time, the use of this information to purchase textbooks may result in a higher price than what is shown on our website.

Please be aware that some unscrupulous on-line textbook sellers may send you an "Instructor's Edition" of a text. This edition is not available to students and may result in a higher price than what is shown on our website. Any student who receives an Instructor's Edition of a text should return it to the bookstore.

- Follett makes no guarantee as to stock availability of new or used books. Please see our website for more information.

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[All courses in the Department, Undergraduate Division](#)

Cross-listed Courses					
Course	Type	Title	Capacity	Enrollment	Waitlisted
HIS 221 01	Parent	EUROPE II: 1500-1815	25	13	0
Totals:			25	13	0

A search of “All courses in the Department” shows that there are several other History courses offered in the semester. You will notice that two courses do not have checkboxes by them, but they are not graduate-level courses; these are courses in the Early College program.

Search Results

[Search Again](#) Term: Division:

Add	Textbook	Course code	Name	Faculty	Seats Open	Status	Schedule
	Textbook	HIS 151 EC1	AMER THRU RECONST	Hommes, James Cole, Jeffrey S	20/20	Open	BY APPT; Trinity Christian School/High School, Trinity Christian School
<input type="checkbox"/>	Textbook	HIS 221 01	EUROPE II: 1500-1815	Bingle, Jean C	12/25	Open	MWF 8:00 AM-8:55 AM; Main Campus, Northwood, Northwood 111
	Textbook	HIS 221 EC1	EUROPE II: 1500-1815	Warden, Steven M. Cole, Jeffrey S	20/20	Open	BY APPT; Beaver County Christian School/High School, Beaver County Ch
	Textbook	HIS 221 EC2	EUROPE II: 1500-1815	Hommes, James Cole, Jeffrey S	20/20	Open	BY APPT; Trinity Christian School/High School, Trinity Christian School
<input type="checkbox"/>	Textbook	HIS 251 01	US II: 19TH CENTURY	Cole, Jeffrey S	8/25	Open	MWF 2:30 PM-3:25 PM; Main Campus, Northwood, Northwood 112
<input type="checkbox"/>	Textbook	HIS 290 01	MODERN ASIA	Doyle, Sean M	13/20	Open	MWF 9:05 AM-10:00 AM; Main Campus, Northwood, NW 008
<input type="checkbox"/>	Textbook	HIS 303 01	WORLD WAR II	Bingle, Jean C	3/15	Open	TH 12:30 PM-1:50 PM; Main Campus, Old Main, Old Main - 024
<input type="checkbox"/>	Textbook	HIS 304 01	WORLD MYTH	Doyle, Sean M	7/15	Open	MWF 11:15 AM-12:10 PM; Main Campus, Northwood, Northwood 218
<input type="checkbox"/>	Textbook	HIS 421 01	SENIOR SEMINAR	Doyle, Sean M	11/15	Open	TH 9:30 AM-10:50 AM; Main Campus, Northwood, Northwood 218
<input type="checkbox"/>	Textbook	HIS 422 01	HISTORY AND THEORY	Miller, Eric John	6/15	Open	TH 11:00 AM-12:20 PM; Main Campus, Ferncliffe, Dining Room

Using the dropdown features on the Course Search window. You can search for courses a lot of ways. If you use the dropdowns, please be sure to reset the window before attempting new searches or your results will be less than desirable.

Add/Drop Courses - Course Search

Course Search

Term: 20: -20 Fall Term

Department: Biology

Course Number Range: to

Title: Begins With

Course Code: Begins With

Division: Undergraduate

Method: All

Reference #:

Time: To:

Meets on any day(s)
 Meets only on the selected days
 Monday
 Tuesday
 Wednesday
 Thursday

Faculty: All

Campus: All

Building: All

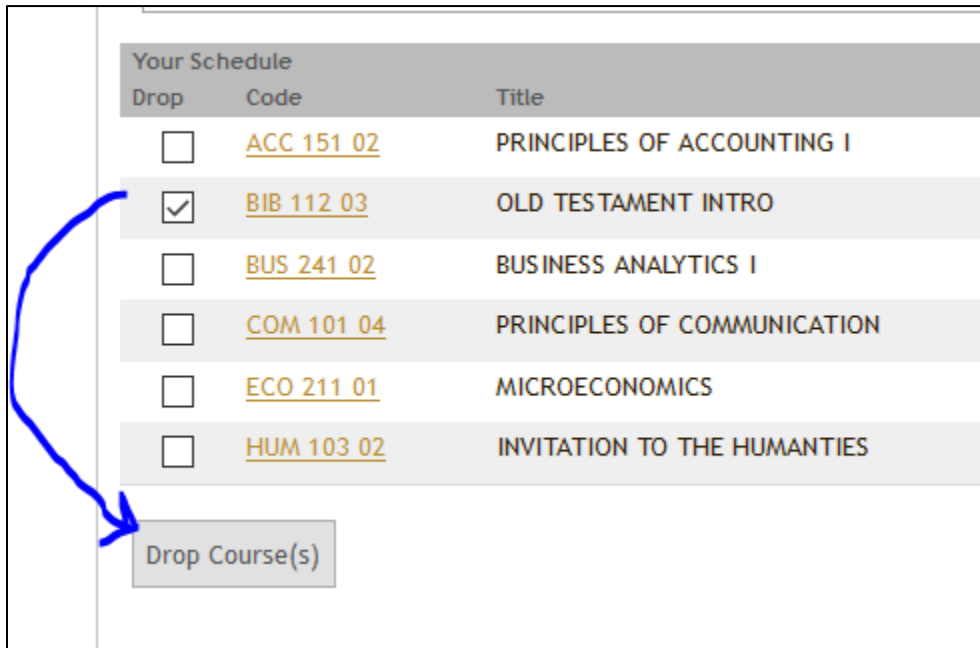
Section Status: Open or Full

Min/Max Hours: to

Search Reset

I added the wrong section of a course during the registration process, how do I drop it?

You use the same checkbox that you use to add the course. Simply select the course, then press the Drop Course button. You will then receive the dropped course message. Once the registration period has closed, if you wish to drop a course, you will need to use the ADD/DROP form to process ADD & DROPS.



Your Schedule		
Drop	Code	Title
<input type="checkbox"/>	ACC 151 02	PRINCIPLES OF ACCOUNTING I
<input checked="" type="checkbox"/>	BIB 112 03	OLD TESTAMENT INTRO
<input type="checkbox"/>	BUS 241 02	BUSINESS ANALYTICS I
<input type="checkbox"/>	COM 101 04	PRINCIPLES OF COMMUNICATION
<input type="checkbox"/>	ECO 211 01	MICROECONOMICS
<input type="checkbox"/>	HUM 103 02	INVITATION TO THE HUMANTIES

Drop Course(s)



Messages

BIB 112 03 - Successfully dropped from registration record.

I was trying to get back to the previous window in Course Search and got a browser error, what gives?

This type of navigation takes some getting used to, but in a word, **breadcrumbs**. The screenshot below shows an example of the trail ([Home](#) > [Course Search](#) > [Search Courses](#) > [Add/Drop](#) > [Results](#) > [Course Details](#)) that the breadcrumbs provide as a way to get back. You can click on any point of the breadcrumbs to go back to that specific window. Use of the Main Menu, Quick Links, and Breadcrumb menus are the recommended navigation tools on **myGeneva**.

