

Web Registration Instructions

To access Web Registration:

1. First go to the GHC Web site at: <http://www.ghc.edu>
2. Click on **“Classes & Registration”**
3. Click on **“Web Registration”**
4. Enter your **Student Identification Number**
5. Enter your **Appropriate PIN**
6. Choose the appropriate quarter
7. Click on the **Register** button
8. Answer any questions that appear and click continue
9. Enter the line numbers of the classes you want to take
10. If you do not meet the prerequisites listed for a course or if the class is an “Instructor Permission Only” course, a message will appear at the top of the screen informing you that you cannot register in that class without an **Entry Code¹**
11. Enter the 5 digit **Entry Code** provided to you by the instructor of the class you want to register in.
12. If the class you want to register in is full, you will be asked if you want to be put on the waitlist for the course. If you do, click yes; if you don’t, select another course to register in.
13. The screen will show the classes you are enrolled in. Check to be sure you have enrolled in all of the classes you want, including all appropriate labs, then click finish.
14. Lastly, print out a copy of your schedule by clicking on View My Schedule. **When your schedule appears, click in the white area containing your schedule and then click print.**
15. Once registered for classes you can add or drop classes on the web until the day before final registration.

Web Registration is available:

- **Monday – Friday 8:00 a.m. – 9:00 p.m.**
- **All day Saturday and Sunday (NOTE: No computer operators are on duty during the weekends. Assistance will be available on the next working day.)**
- **If you experience difficulty you can use the computers in the Library, Learning Center or in computer lab 2314.**

¹An **Entry Code** is needed to register for a course on the Web if:

1. You do not meet the prerequisite listed for a class or
2. The prerequisite listed is “Instructor Permission”

Entry codes are issued by the instructor of the course and once you have used an entry code for a class, the computer will not accept it again.

Students cannot Web Register if they have any of the following:

1. An unpaid parking ticket(s)
2. An unpaid fine
3. An outstanding loan due
4. Any other outstanding debts to GHC
5. A bad address

Students cannot Web Register for certain courses:

1. GED/ABE/ESL
2. Independent Studies
3. Audit classes
4. Community special interest or Community Service classes
5. Over 21 credits (students need approval for more than 20 credits from the Vice President of Instruction or designee and will need to register at the A & R office.)

Personal Identification Numbers (PINS)

There are two different types of PIN’s for students:

1. Quarterly Registration PIN – is a 6 digit number given to students by their advisor for web registration. It will change every quarter until a student has earned more than 23 credits.
2. Global PIN – is a 4 to 6 digit number issued by the Admissions & Records Office when students are admitted. This PIN provides access to official, personal information such as grades, schedules and degree audits. Students who have 24 credits or more will also use it to register. It does not change unless the student changes it themselves.

Who can I call for help?

If you experience difficulty, you can call the Admissions & Records office at 360-538-4028

| Student Identification# | | | Last Name | | | First Name | | Middle | | Registration PIN |
|-------------------------|------|--------|-----------|----|--------------|------------|------------|--------|------|-------------------------|
| Item # | Dept | Course | Sec | Cr | Course Title | Instructor | Days | Time | Room | Entry Code ¹ |
| | | | | | | | M T W Th F | | | |
| | | | | | | | M T W Th F | | | |
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¹Necessary for classes that require Instructor Permission or Prerequisite Override.