

ADVISING & WEB REGISTRATION



Who can use **Web Registration**

- Currently enrolled students with 24 or more credits will use their global PIN and can register beginning on a Monday, May 16, 2011.
- Currently enrolled students with 23 or less credits will use their Registration PIN and can register after they see their advisor beginning on Monday, May 23, 2011.



Hours of operation for Web Registration

Web Registration is available Monday – Friday, 8:00 am to 9:00 pm, all day Saturday and Sunday. However, no computer operators are on duty during the weekends, assistance will be available on the next working day.

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.)

Important Terms

Entry Code and when do I need one?

An entry code is a special number needed to register for a class on the Web (or at the Admissions & Records Office). They are necessary when a student does not meet the prerequisites listed for a class. It is also used for courses that require “Instructor permission”. The instructor of the course issues an entry code for a class. The entry code can only be used once. We will be accepting no signatures in place of entry codes.

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.

