

Seton Hill University – Online Registration on GRIFFINGATE

1. Log into GriffinGate
2. Click on the Student tab
3. Click on Course Registration and Advising page (on left)
4. Click on the Add/Drop Courses link under Course Schedules (on right)

The screenshot shows the GriffinGate homepage. At the top left is the 'GriffinGate' logo with an arrow pointing to it labeled '1'. To the right is a search bar and a 'Welcome back' message. Below the header is a navigation bar with 'STUDENT' highlighted and labeled '2'. On the left is a sidebar menu with 'Course Registration and Advising' circled and labeled '3'. On the right, under 'Course Schedules', the 'Add/Drop Courses' link is circled and labeled '4'. A 'Please Note' section is visible in the center.

5. From the Drop/Add Courses page, change the Term to Spring 2016
6. Click on the Course Search tab to open the search fields
7. Leave all fields empty except the Course Code – there you will type in the code with only the first 3 letters SLA and first 3 numbers 100 (e.g. sla 100)
8. Click Search or hit Enter

The screenshot shows the 'Course Registration and Advising' page. The 'Add/Drop Courses' section is highlighted with an arrow labeled '5'. The 'Term' dropdown menu is set to 'Spring 2016'. Below this, the 'Course Search' section is circled and labeled '6'. It contains several dropdown menus: 'Title' (set to 'Begins With'), 'Course Code' (set to 'SLA 100' with an arrow labeled '7'), 'Term' (set to 'Spring 2016'), and 'Division' (set to 'Undergraduate'). At the bottom of this section are 'Search' and 'More Search Options' buttons, with an arrow labeled '8' pointing to the 'Search' button. Below the search section is a table header for 'Your Schedule (Registered)' with columns for Drop, Code, Title, Schedule, Location, Credits, Credit Type, and Division. A message below the table states 'No Current Courses for the selected Term and Division.'

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- From the page that opens, select the section of the course that you want to register for by checking the box under the Add column (to the left of the courses listed)
- Click Add Courses

Course Registration and Advising

Access Options Settings Layout Rearrange

Course Schedules - Results

Add/Drop > Add/Drop Courses > Results

Search Results

Search Again Term: Spring 2016 Division: Undergraduate Search

Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		SLA 100 01	Basic Composition	Patterson, Laura	18/18	Open	MW 2:15 PM-3:30 PM; Seton Hill University, Administration, Classroom Room 408	3.00	1/21/2016	5/13/2016
<input type="checkbox"/>		SLA 100 02	Basic Composition	Acker, Andrea R	17/18	Open	TR 11:10 AM-12:25 PM; Seton Hill University, Administration, Classroom Room 408	3.00	1/21/2016	5/13/2016
<input checked="" type="checkbox"/>		SLA 100 97	Basic Composition	Kelly, Elaine M	17/18	Open	S 12:30 PM-3:59 PM; Seton Hill University, Administration, Classroom Room 408	3.00	1/9/2016	2/27/2016

Add Courses

- You will get a screen that confirms your registration
- If there are any messages, they will appear under “Messages”
- Your schedule – including waitlisted courses – will appear at the bottom
- Click on the Course Search tab to continue this process for each course until you have added all the courses you need; Note: you can only register online for up to 18 credits

Course Schedules - Add/Drop Courses

Add/Drop > Add/Drop Courses

Add/Drop

Term: Spring 2016

Add Period Open / Drop Period Open

You are currently registered for 3 credits.

Messages

Course Search

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	SLA 100 97	Basic Composition	S 12:30 PM - 3:59	Seton Hill University Administration 408	3.00	Undergraduate Credits	Undergraduate

Drop Selected Courses