

Office of Information & Instructional Technology



Student Registration Guide

November 2008

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Student Registration Guide

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Introduction

The Georgia ONmyLINE Student Registration Guide provides general information and instructions for students enrolling in online courses through the Georgia ONmyLINE registration system. This system allows students to register for online courses that are offered by their home institution as well as courses that have been approved for their particular program of study that may be offered by other collaborating institutions.

The examples illustrated in the Registration section are based on a fictitious student who is enrolled at Columbus State University (CSU). While these steps and procedures are the same for all students, the institution's name, colors, and logo that appear on each page will reflect the student's home institution.

Before You Begin

Admissions Confirmation

Please confirm that you have received a letter of acceptance from your institution before you attempt online registration.

Technical Requirements

You will access the Georgia ONmyLINE registration system using a Web browser on your computer. Please make sure your computer is equipped with one of the following Web browsers:

- Internet Explorer 5.01 or higher
- Safari 1
- Mozilla Firefox

Registration Dates

Please contact your home institution's Registrar's Office to confirm the dates which students may register for classes through the Georgia ONmyLINE registration system. These dates may be different from other course registration dates at your home institution. Also, avoid the last minute registration rush. Plan ahead and register early!

Username and Password

You must have a username and password issued by your home institution in order to log into the Georgia ONmyLINE registration system. Please contact your home institution's Admissions Office if you have not been issued a Georgia ONmyLINE username and password.

Print Registration Instructions

Before you begin the registration process, we suggest that you print the instructions on pages 3–13 in this guide so that you may refer to them as you move through the registration process. In addition to these printed instructions, you may also view the Online Registration Tutorial located at <https://register.georgiaonmyline.org>.

Step-By-Step Registration Instructions

First Time Registration

Follow these steps **only** if this is your first time registering for classes through the Georgia ONmyLINE registration system.

Step 1. Log in to the Georgia ONmyLINE Registration System

1. Open a Web browser and enter the following URL:
<https://register.georgiaonmyline.org/>
2. Enter the username and password provided by your home institution:
 - Username – Your campus email address
 - Password – Your Date of Birth entered in MMDDYYYY format. For example, May 2, 1958 would be entered as 05021958
 - Click the **Login** button.



If you are unable to login to the registration system, please verify that you have entered your username and password correctly. If you still cannot login, please contact the Georgia ONmyLINE Online Support Center (GOSC) for help at <http://help.georgiaonmyline.org> or call (866)588-5285.



Login

Required Field*

Please Login

Username*

Password*

Password is case sensitive

[Create a New Account](#)

[Forgot your password?](#)

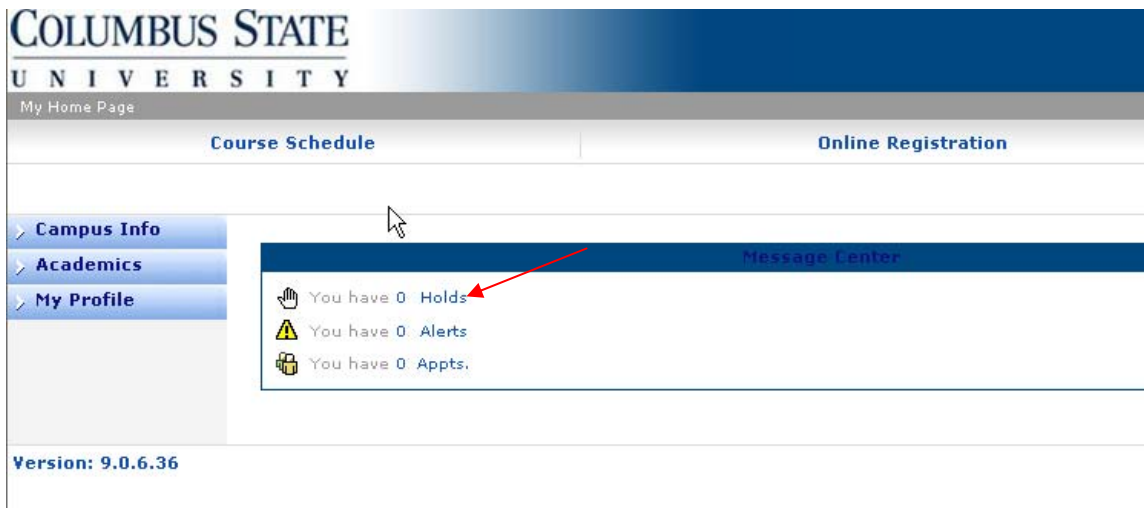
Login

Step 2. Begin Registration

1. Click the **Online Registration** link that is at the top of the page.

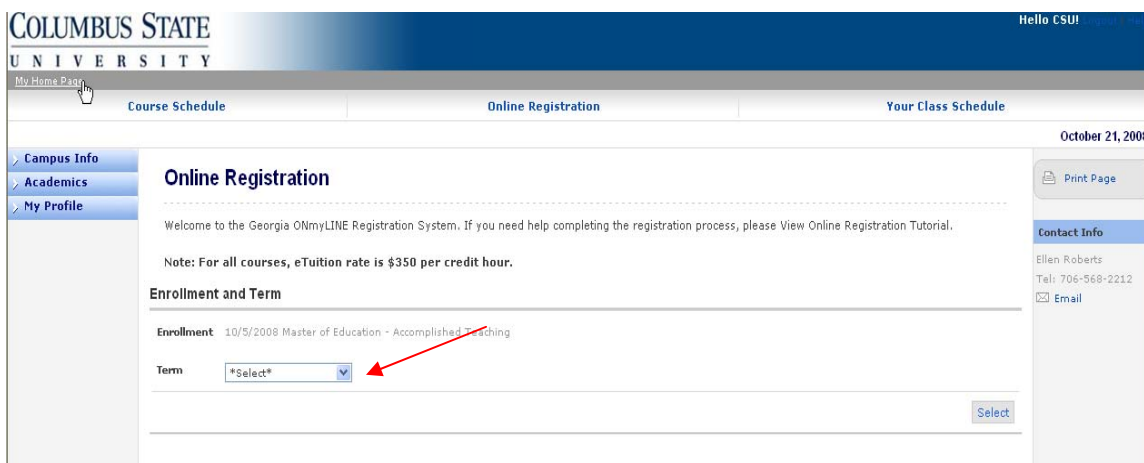


*If your home institution has placed a **Hold** on your registration, you will see the number of registration Holds beside the hand icon in the Message Center window. You will not be able to proceed with the registration process if there are Holds on your registration. If this should happen, please logout of the system and contact the Registrar's Office at your home institution for assistance. Click on **Campus Info** on the left side of the page for your Registrar's office contact information. The Registrar's Office must remove the Hold before you can register for classes.*



Step 3. Select the Enrollment Term

1. Select the semester for which you are registering for classes by clicking the down arrow in the box next to the word **Term**.



You may also want to note the following information and links that are on this page:

- **Contact Info** – This is the contact information for your home institution's Registrar's Office.

Across the bottom of the page are the following links:

- **Home** – This link will take you back to the registration homepage.
- **Logout** – This link will exit the registration application.
- **Help** – This links to additional instructions on the registration system.
- **Feedback Form** – This form is currently not in use. Do NOT click on this link.

Step 4. Add Classes to Your Schedule

Start adding classes to your schedule by clicking on the **Begin Online Registration** link. The system will automatically search for the required courses approved for your program of study. This process may take a few minutes.

Online Registration

Welcome to the Georgia ONmyLINE Registration System. If you need help completing the registration process, please View Online Registration Tutorial.

Note: For all courses, eTuition rate is \$350 per credit hour.

Enrollment and Term

Enrollment 10/12/2008 Master of Education - Accomplished Teaching

Term Spring 2009-2TRAIN

Select

Registration Status:

Registration Period Starts	Last Day to Add	Last Day to Drop	Status
10/12/08 12:00 AM	12/01/08 12:00 AM	12/01/08 12:00 AM	Open

Previously Registered Courses

[Begin Online Registration](#)

You can add courses by choosing from the Required Courses list, searching the campus catalog or using the Quick Add if you already know the Course Code and Section Number.

Step 5. Finding Courses

The required courses associated with your approved program of study will appear at the top of the following page. In the example below, six of nine required courses for our test student are listed on the page.

Search Results - Required Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
EDAT 6001	Using Assessment to Improve Teaching and Learning	3.00	On Line Course	Available	2	
EDAT 6226	Curriculum Design for Student Achievement	3.00	On Line Course	Available	3	
PADM 8141-1	Microeconomics for Public Policy	3.00	On Line Course	Available	1	
PADM 8161-1	Public Budgeting & Finance	3.00	On Line Course	Available	1	
PADM 8171-1	Public Management Systems & Strategies	3.00	On Line Course	Available	1	
PADM 8451-1	Public Law and Public Administration	3.00	On Line Course	Available	1	

Displaying 1-9 of 9 Course(s)

The Course Search function, located on the left side of the page, allows you to search for elective courses as well as other search methods. Regardless of the search method used, the results of your search will appear across the top half of the page.

Course Search ?

Display Elective
Sort by Default
Areas of Study None
Keyword
Code
Type *All*
Level *All*
Instructor
MO TU WE TH FR SA SU

 Meets ONLY on these days
Classes starting between:
Any - *Any*

Quick Add ?

Enter course code and section to add to Selected Courses.

Course Code
Section

In this example, you will add a required course, EDAT 6001, *Using Assessments to Improve Teaching and Learning* to your schedule. Start by clicking the plus (+) sign once beside the course acronym and number. This action will expand the course information.

Search Results - Required Courses








Course	Course Title	Cr	Type	Status	Sections	Areas of Study
 EDAT 6001	Using Assessment to Improve Teaching and Learning	3.00	On Line Course	Available	2	
 EDAT 6226	Curriculum Design for Student Achievement	3.00	On Line Course	Available	3	
 PADM 8141-1	Microeconomics for Public Policy	3.00	On Line Course	Available	1	
 PADM 8161-1	Public Budgeting & Finance	3.00	On Line Course	Available	1	
 PADM 8171-1	Public Management Systems & Strategies	3.00	On Line Course	Available	1	
 PADM 8451-1	Public Law and Public Administration	3.00	On Line Course	Available	1	

Displaying 1-9 of 9 Course(s)


Note the following information about this course:

- **Section** – There are two sections for this course, Y01 and Y02. Not all courses will have multiple sections.
- **Campus** – These are the initials of the institution that is offering the course. In this example, VSU (Valdosta State University) is offering the course.
- **Course Schedule** – Provides general information about the course including course description.
- **Delivery Method** – Classes taught online.
- **Instructor** – Name of the course instructor.
- **Seating** – 1/20/0 is the number of registrations/maximum # number of registrations/ number of students on the waitlist. This specific example means 1 student has registered for the class; the class has a maximum capacity of 20 students; there are zero students currently on the waiting list for this section.

Search Results - Required Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study	
 EDAT 6001	Using Assessment to Improve Teaching and Learning	3.00	On Line Course	Available	2		
Add	Section	Campus	Location	Course Schedule	Delivery Method	Instructor	Seating
	Y01	VSU 	VSU	Click for details	 Online Delivery	Lee	1/20/0
	Y02	VSU 	VSU	Click for details	 Online Delivery	Reffel	0/20/0

Step 6 – Add a Class to your Schedule

To add a class to your schedule, click inside the green plus sign () next to the course section that you would like to add.



*If there are multiple sections of the course available and the first section is full, but there are spaces available in subsequent sections of the same course, please register for the next available section. [Also see **Course Wait List** on page 11].*

The course section added to your schedule will appear in the bottom half of the page under the **Selected Courses** section. If you want to add additional courses to your schedule at this time, simply select another course from the list at the top half of the page, or go back and search for additional courses. For this example, we will assume you do not wish to add additional courses to your schedule at this time. Therefore, click on the **Proceed to Final Step** link.

Search Results - All Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study	
EDAT 6001	Using Assessment to Improve Teaching and Learning	3.00	On Line Course	Available	2		
Add	Section	Campus	Location	Course Schedule	Delivery Method	Instructor	Seating
	Y01	VSU	VSU	Click for details	Online Delivery	Lee	1/20/0
	Y02	VSU	VSU	Click for details	Online Delivery	Reffel	0/20/0
EDAT 6226	Curriculum Design for Student Achievement	3.00	On Line Course	Available	3		
PADM 8141-1	Microeconomics for Public Policy	3.00	On Line Course	Available	1		
PADM 8141-2	Public Budgeting & Finance	3.00	On Line Course	Available	1		

Go to Page: _____ Displaying 1-10 of 200 Course(s)

Selected Courses

Please click the **Proceed to Final Step** button to register for your courses.

[View Courses](#) [Proceed to Final Step](#)

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		EDAT 6001	Y01	3.0	VSU	Online Delivery	Lee	1/20/0	Selected	

Step 7. Submit Registration

The following page lists your student information and the courses that you have added to your schedule. If you added a course in error, or would like to make a change or correction, click on the **Return to Courses** link. To submit your registration, click on the **Register/Drop Courses** link.

Registering for Spring 2009-2TRAIN

Select Drag Select Reserve Audit On Hold On Campus Online
 Remove Drag Remove Waitlist Expired Off Campus Help

[Refresh Page](#) [Close Window](#)

Register in 3 easy steps. **1** Select **2** View **3** Register Tue Oct 21 2008 11:50:41 am

Student Information

Student	CSU Test	Student ID	csu1
Address	4225 University Avenue Columbus, GA 31907	Student Status	Attending
		Enrollment ID	TE07110009
		Enrollment Status	Open
		Program	Master of Education - Accomplished Teaching
		Start Date	10/5/2008

Please click the **Register / Drop Courses** button to submit your schedule.

[Return to View Courses](#)

or [Register / Drop Courses](#)

Adding Classes

The following classes will be added to your schedule.


Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study
EDAT 6001	Y01	3.0	VSU	Lee	1/20/0	Selected	

Step 8. Confirmation

The following page shows a confirmation of your course schedule. Please print a copy of this page for your records. When you have finished, click on the **Close Window** link in the upper right hand corner of the page. You will be returned to the registration homepage.

Refresh Page Close Window
Tue Oct 21 2008 11:58:13 am


Register in 3 easy steps: **1** Select **2** View **3** Register

Student Information 

Student CSU Test	Student ID csu1
Address 4225 University Avenue Columbus, GA 31907	Student Status Attending
	Enrollment ID TE07110009
	Enrollment Status Open
	Program Master of Education - Accomplished Teaching
	Start Date 10/5/2008

Course Schedule

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study
EDAT 6001	Y01	3.0	VSU 	Lee	2/20/0	Registered	

Step 9. Log Out of System

Log out of the registration system by clicking the **Logout** link located at the bottom or in the upper right hand corner of the registration homepage.

Step 10 Complete Registration

After you have registered for classes in the Georgia OnmyLINE registration system, you will need to complete your registration by paying for classes. Tuition and fees for courses must be paid at your home institution, not through the Georgia ONmyLINE registration system. Wait approximately one business day after registering online before accessing your student account through your home institution to pay for classes. If you do not know how to access your student account at your home institution, please contact your Registrar's Office for instructions.

Adding/Droppings Classes

The process of adding a class to your schedule or removing a class AFTER you have submitted a registration is called **Adding/Dropping Classes**. Students must add and drop classes from their schedules using the Georgia ONmyLINE registration system.



You cannot add or drop a class from your schedule through the Georgia ONmyLINE registration system after the Drop/Add deadline. To remove a class from your schedule after the end of Drop/Add, please contact the Registrar's Office at your home institution for instructions. Therefore, be sure to check the Drop/Add dates for Georgia ONmyLINE before you attempt to change your schedule.

In the following example, we will drop the class EDAT 6001 from the schedule that you submitted in the previous example. Remember, follow these steps if you have previously submitted a schedule and would like to remove or drop a class from your schedule at a later time.

Follow Steps 1 – 3 under “First Time Registration”

Step 4. Modify Your Schedule

On this page, you will see the classes that you have registered for listed under **Previously Registered Courses**. Click on the **Modify Online Registration** link.

Online Registration

Welcome to the Georgia ONmyLINE Registration System. If you need help completing the registration process, please View Online Registration Tutorial.

Note: For all courses, eTuition rate is \$350 per credit hour.

Enrollment and Term

Enrollment: 10/5/2008 Master of Education - Accomplished Teaching

Term:

Registration Status:

Registration Period Starts	Last Day to Add	Last Day to Drop	Status
10/12/08 12:00 AM	12/01/08 12:00 AM	12/01/08 12:00 AM	Open

Previously Registered Courses

Course	Sec	Cr	Campus	Seating	Status	Areas of Study
EDAT 6001	Y01	3.0	VSU	2/20/0	Registered	

[Modify Online Registration](#)
Welcome back to Online Registration, where you can continue to add or remove courses from your schedule.

Step 5 –Drop Class from Schedule

On the following page, look at the **Selected Courses** section of the page and click on the circle with the red negative sign (⊖) under the Action column for the course section you would like to remove or drop. The course will be removed from your schedule and returned to the list of courses available as required or as electives for you to register in your program of study. Click the **Proceed to Final Step** button to confirm and submit your schedule changes.

Search Results - Required Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
EDAT 6226	Curriculum Design for Student Achievement	3.00	On Line Course	Available	3	
PADM 8141-1	Microeconomics for Public Policy	3.00	On Line Course	Available	1	
PADM 8161-1	Public Budgeting & Finance	3.00	On Line Course	Available	1	
PADM 8171-1	Public Management Systems & Strategies	3.00	On Line Course	Available	1	
PADM 8451-1	Public Law and Public Administration	3.00	On Line Course	Available	1	
READ 6030A	Directed Study in Reading	3.00	On Line Course	Available	1	

Displaying 1-8 of 8 Course(s)

Selected Courses

Please click the **Proceed to Final Step** button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		EDAT 6001	Y01	3.0	VSU	Online Delivery	Lee	2/20/0	Registered	

After your changes have been submitted, it will take approximately one business day before the changes are reflected on your registration records in your home institution's Banner system.

Course Wait List

If you want to register for a course section that is full, and the offering institution has permitted a wait list to be established for the course, you may place your name on the course wait list through the Georgia ONmyLINE registration system.



If there are multiple sections of the course available and the first section (e.g., Y01) is full, look at the Seating information for the next sections listed. If you want to have a confirmed registration for a specific course and space is available in other sections of the same course, do not place your name on the wait list. The wait list does not guarantee registration in that course section.

The following example demonstrates the process for adding your name to a course Wait List. The student will sign up for the ECON 8080-1 Wait List. The course search screen appears with the list of courses you are eligible to enroll in for that particular term. ECON 8080-1 is the first course on the list under Search Results-All Courses.

Registering for Spring 2009-2TRAIN






The screenshot shows the 'Registering for Spring 2009-2TRAIN' interface. It includes a navigation bar with '1 Select', '2 View', and '3 Register' steps. The 'Course Search' panel on the left has filters for 'Display: Required', 'Sort by: Default', 'Areas of Study: None', 'Keyword', 'Code', 'Type: *All*', 'Level: *All*', and 'Instructor'. Below this is a 'Quick Add' section with fields for 'Course code' and 'Section'. The main area displays 'Search Results - All Courses' with a table of available courses. The first course, ECON 8080-1, is highlighted. Below the search results is a 'Selected Courses' table with one row for EDAT 6001, Y01, 3.0, VSU, Online Delivery, Lee, 2/20/0, Registered.

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
ECON 8080-1	Economics of the State and Local Public Sector	3.00	On Line Course	Available	1	
EDAT 6226	Curriculum Design for Student Achievement	3.00	On Line Course	Available	3	
PADM 8141-1	Microeconomics for Public Policy	3.00	On Line Course	Available	1	
PADM 8161-1	Public Budgeting & Finance	3.00	On Line Course	Available	1	
PADM 8171-1	Public Management Systems & Strategies	3.00	On Line Course	Available	1	
PADM 8451-1	Public Law and Public Administration	3.00	On Line Course	Available	1	
READ 6030A	Directed Study in Reading	3.00	On Line Course	Available	1	
SPEC 5000A	Language/Learning Disabilities	3.00	On Line Course	Available	1	

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		EDAT 6001	Y01	3.0	VSU	Online Delivery	Lee	2/20/0	Registered	

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		ECON 8080-1	Y01	3.0	CSU 	 Online Delivery	To Be Determined	2/2/1	Waitlist	
<input checked="" type="checkbox"/>		EDAT 6001	Y01	3.0	VSU 	 Online Delivery	Lee	2/20/0	Registered	

General Registration Tips

Attendance Verification

During the first week of classes, your course instructor will notify your home institution that you have logged into your online course. This process is called **Attendance Verification** and is required for federal financial aid and other procedures. Please actively participate in your online classes, especially during the first week of the semester.

Textbooks and Other Course Materials

Information regarding textbooks and other course materials will be provided by the course instructor during the first week of classes.

Withdrawing from Classes

If you want to drop a class after the Drop/Add deadline, you must contact your home institution's Registrar's Office for instructions. Students cannot withdraw from classes in the Georgia ONmyLINE registration system.



*You must officially withdraw from classes if you are unable to continue participating in the course. Failure to withdraw from a class may result in a grade of **F**.*

Accessing Your Online Course in GeorgiaVIEW Vista (WebCT)

Georgia ONmyLINE uses GeorgiaVIEW Vista as the official delivery system for online courses. You may also see this referred to as WebCT. Generally students will not be able to log in to their online courses until the first day of classes. The URL to access your online classes is <https://goml.view.usg.edu>. The username and password to access your online class is the same username and password used to log in to the registration system.



If you change your password for the registration system, this action will not automatically change your password for GeorgiaVIEW Vista. Therefore you will have different passwords for each system. Please remember your passwords for each system.

Common Registration Problems and Solutions

Registration System Log In Doesn't Work

The most common causes of log in failures are the following:

- **Problem** – Incorrectly entering the username and password.
- **Solution** – Re-enter username and password carefully. Check to ensure the Caps Lock feature is not turned on.
- **Problem** – Student changes password and then forgets new password.
- **Solution** – Click on the **Forgot Password** link and complete the form. Your password will be sent to your institutional email address.

If login problems persist, contact the Georgia ONmyLINE Online Support Center (GOSC) at <http://help.georgiaonmyline.org>.

Registration Holds

Registration holds are placed on a student's record by institutions. This action prevents the student from registering for classes until the hold is removed. Examples of registration holds include parking fines, advisement holds, and library fees. Students must contact their home institution's Registrar's Office to remove all registration holds.

Course Does Not Appear in GeorgiaVIEW Vista (WebCT)

Students must register for courses through the Georgia ONmyLINE registration system for courses to appear in GeorgiaVIEW Vista. It takes approximately 24 business hours after you have registered for the course on Georgia ONmyLINE for the class to appear on your GeorgiaVIEW Vista page. If you have registered for a course and the class title does not appear on your GeorgiaVIEW Vista page after log in, contact your institutional Vista Administrator for assistance. A list of institutional Vista Administrators can be found by searching the knowledge base articles on the Georgia ONmyLINE Online Support Center (GOSC) website at <http://help.georgiaonmyline.org> or by calling toll free (866)588-5285.

Getting Help!

There are several resources available to assist students with registering for classes through the Georgia ONmyLINE registration system. These resources are listed below.

Georgia ONmyLINE Online Support Center (GOSC) <http://help.georgiaonmyline.org>

The GOSC provides the following services:

- Help with troubleshooting Georgia ONmyLINE registration system login problems.
- Available 24 hours per day, 7 days per week, 365 days per year
- Support provided online via a webform, Live Chat, or by phone
- Knowledge Base articles containing the most common Georgia ONmyLINE registration technical support questions and solutions

GeorgiaVIEW Vista Online Support Center (OSC) <http://help.view.usg.edu>

The OSC provides the following services:

- Help with troubleshooting GeorgiaVIEW Vista login problems.
- Provides assistance in using GeorgiaVIEW Vista course tools.
- Available 24 hours per day, 7 days per week, 365 days per year
- Support provided online, via a webform, Live Chat, or by phone
- Knowledge Base articles containing the most common GeorgiaVIEW Vista support questions and solutions.



Campus-Based Resources

Check with your institution about assistance with advisement, fee payment, withdrawing from classes, computer technical support, and other student support services.