

Registering for courses through the Student Information System (SIS)

Student Log-in and Registration:

- Open the Georgia Perimeter College homepage (www.gpc.edu) and click on ***"Quick Links"***.
- Click on ***"Student Info System (SIS)"***.
- Click on ***"Enter the Student Information System"***.
- Enter your *UserName* or email *log-in*: if you do not know your username, you will need to visit: www.gpc.edu/getmylogin Please write down your username in a safe place.
- Enter your *Password*: if you have not set up your password, you will need to complete this **FIRST** by visiting: www.gpc.edu/getmylogin Please write down your password in a safe place.
- If you are receiving your log-in information for the first time, you will be prompted to enter a series of personal security questions and answers. Please write down your answers in a safe place.
- After entering UserName and Password information click ***"Log-in"***.
- Read ***ALL*** information written on the ***"Bulletin Board"*** screen and click the ***"Continue"*** button.
- Click ***"Yes"*** on the Address verification page, you may change your address information in person in the Enrollment & Registration Office if it is listed incorrectly.
- From the **Main Menu Tabs**, select ***"Registration"***.
- Click on the ***"Add / Drop Classes"*** link.
- Select the ***"Term"***, and click ***"Submit"*** button.
- Click on the ***"Class Search"*** button at the bottom of the page.
- Complete the ***"Subject"***, ***"Course Number"***, and ***"Campus"*** selections, and click ***"Class Search"***.
- Select a course listed by clicking on the box (☐) to the left of the Subject and Course Number.
- After the check (☒) appears in the selected course box, click ***"Add to Worksheet"*** at the bottom of the page.
- Adding a course to your worksheet will automatically return you to the initial ***"Add / Drop Classes"*** page. The 5 digit CRN number from your selected course will be added.
- Repeat the Class Search process for each class in which you want to register.
- When all courses have been added to your worksheet, click on ***"Submit Changes"*** button to add courses. A registration message ***"Web Registered"*** will appear next to each course added.
- To designate a course for CPC credit, change the "Grade Mode" column of the add/drop classes list by clicking on the blue ***"Normal"*** link and changing the grade mode from ***"Normal"*** to ***"CPC"***.
- **If an error message appears, please see an advisor!**

Printing Your Schedule:

- From the **Main Menu Tabs**, select ***"Registration"***.
- Click on the ***"Student Detail Schedule"*** link.
- **Be sure to check for accuracy in your registration (courses, campus, days, and times).**
- Send to printer by clicking on the ***Print icon*** or by clicking on ***"File"***, then ***"Print"***.
- Be sure to ***"Exit"*** the Student Information System prior to logging off.

Viewing the Dynamic Semester Course Schedule:

- Open the Georgia Perimeter College homepage (www.gpc.edu) and click on ***"Quick Links"***.
- Click on ***"Student Info System (SIS)"***.
- Click on ***"Class Schedule"***.
- Select the ***"Term"*** you would like to search and click ***"Submit"***.
- Select the ***"Campus"***, ***"Course Subject"***, and ***"Part of Term"*** and click ***"Submit"***.
- A list of all courses offered will be provided, please note that a seat must be available in order for you to view and/or register for it in the Student Info System. Available seats will be listed in the right column of the Dynamic Course Schedule.

Paying Tuition Fees Online:

- While logged into the Student Info System:
- From the **Main Menu Tabs**, select ***"Student Financial Services"***.
- Click on the ***"Financial Aid Main Menu"*** link.
- From this menu, you can check your ***"Financial Aid Status"*** and view your ***"Award Letter"***.
- To view your Tuition charges, click ***"Account Summary by Term"***.
- To make a payment online, click ***"Fee Payment by Credit Card / Check"***.
- Follow the instructions provided in the pop-up fee payment window.
- **Tuition and fees must be paid in full by the payment deadline to avoid having your courses dropped. Fee payment deadlines are outlined on the SIS Bulletin Board page.**

Buying Books Online:

- While logged into the Student Info System:
- From the **Main Menu Tabs**, select ***"Registration"***.
- Click on the ***"Order Books Online"*** link.
- Select the ***"Term"***, and click ***"Submit"*** button.
- **The classes you are registered for will be listed for you.**
- Click on the ***"Connect to Online Bookstore"*** button.
- Your selection of books will be shown based on your registered courses.
- Be sure to pay attention to whether you are selecting ***"NEW"*** or ***"USED"*** books.
- Follow the screen prompts to complete your order.
- You can check the status of your order at any time by returning to www.efollett.com

Helpful Hints:

Days of the Week Designations:

M = Monday

W = Wednesday

F = Friday

U = Sunday

T = Tuesday

R = Thursday

S = Saturday

Campus Designations:

Alpharetta = USG N. Metro / A

Clarkston = C

Decatur = S

Dunwoody = N

Newton = 1N/2N

On-line = TBA

Section #'s = 600+

Section #'s = 100+

Section #'s = 300+

Section #'s = 200+

Section #'s = 500+

Section #'s = 001+