

How to Register for Classes

First log into your student portal at <https://gctssonis.jenzabarcloud.com/studsect.cfm>.

See current login instructions in the [Introducing SONIS FAQ](#).

In the student portal:

1. Click on Academics, then Registration, in the lefthand menu.
2. Select the semester for which you wish to register. Note: semesters are listed first by the academic year. "202122" refers to academic year 2021-2022.
3. Recommended step: Click "View All" to see all courses for the semester.

The screenshot shows the student portal interface. On the left, a navigation menu includes 'General', 'Financial', 'Academics', 'Course Pages', 'Degree Audit', 'Holds', 'Schedule', 'Registration', 'Important Links & Bill Pay', and 'Wiki Help'. The 'Academics' and 'Registration' items are highlighted with green arrows and a '1'. The main content area is titled 'Registration' and shows the date 'MAY 17, 2022'. Below the title, there is a dropdown menu for 'Select a School Year/Semester' with '202122/F...' selected, and a 'SUBMIT' button. A green arrow and the number '2' point to this dropdown. Below the dropdown, it says 'Currently registering under degree Masters at Gordon-Conwell Theological Seminary'. There is a section for 'Pending Registration - None' with a table header: 'Course', 'Description', 'Section', 'Session', 'Credits', 'Lead Faculty', 'Time Desc', 'Campus'. Below the table, it shows 'Pending Credits: 0', 'Enrolled Credits: 0', and 'Total Credits: 0'. There is a section for 'SELECT BEGINNING COURSE LETTER - NONE' with a list of letters 'A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z|View All (slow load ~ 234 Total Courses)'. A green arrow and the number '3' point to the 'View All' link. Below this, there is a section for 'Course Offerings (Click a Course link below to add a course to your cart...)' with a table header: 'Course', 'Spaces', 'Wait', 'Description', 'Section', 'Session', 'Credits', 'Lead Faculty', 'Time Desc', 'Campus'. At the bottom, it says 'No 'A' courses offered.'

4. Find your course in the list in the lower section of the page. Click on "TBD" in the Time Desc column to see details about when the class will meet. Click on the course code to add this class.
5. You should now see your course listed near the top of the page. Red lettering will indicate that this is a pending registration.
6. Click the "Continue Registration Process" button.

Pending Registration -
time out at 4:02 PM.

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
CH 501	The Church to the Reformation	HA		3	S. Sunquist	TBD	Hamilton

Pending registration(s) are shown in red above. Click 'Continue Registration Process' when you have finished adding courses to your cart.

Pending Credits: 3 Enrolled Credits: 0 Total Credits: 3

CONTINUE REGISTRATION PROCESS

SELECT BEGINNING COURSE LETTER
A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z|View All (slow load ~ 234 Total Courses)

Course Offerings (Click a Course link below to add a course to your cart.)

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
CH 500	99	0	Survey of Church History	CA		3	A. Martin	TBD	Charlotte
CH 501	99	0	The Church to the Reformation	CA		3	D. Fairbairn	TBD	Charlotte
CH 501	10	0	The Church to the Reformation	CA		3	E. Agosto	TUE 9:00am-10:00am	To Be Determined
CH 501	98	0	The Church to the Reformation	HA		3	S. Sunquist	TBD	Hamilton
CH 501	8	0	The Church to the Reformation	PS		3	J. Morales	TBD	Latino & Global Mini
CH 501	40	0	The Church to the Reformation	SEML		3	V. Lytvynenko	TBD	To Be Determined

- On the next screen, confirm that you are adding the correct course. If you are registering for an official audit, switch the Enroll Code to Audit. (Note that courtesy audits cannot be added through the SONIS student portal.) Click "Continue Registration Process."

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Course	Sect.	Cred	Lead Faculty	Time Desc	Campus	Enroll Code
CH 501	HA	3	S. Sunquist	TBD	HAM	Audit <input type="radio"/> Credit <input checked="" type="radio"/>


CONTINUE REGISTRATION PROCESS

CLEAR PENDING AND RESTART REGISTRATION

- On the final screen, you will see a rough estimate of your charges for the semester. Note that these charges do not reflect any scholarships you will receive or any rate increases that may apply between the date when you register and the date when the class(es) take place. Click “Complete Registration” to proceed.

Trans. Ref.	School Year	Semester	Invoice	Billable Credits	Amount
Student Services Fee	202122	1	JA11640	0.00	\$175.00
Tuition for CH 501	202122	1	JA11640	3.00	\$2,250.00

Total unposted credits: 3.00 Total Charges: \$2,425

COMPLETE REGISTRATION 

(Your registration will not be processed until you click the *Complete Registration* button above.)
Cancel Pending Registration Option Unavailable

How to Drop a Class

You have now completed the registration process. To drop a class, return to the Registration page and select the relevant semester (*steps 1-2 above*). At the top of the page, you will see a list of classes for which you are registered for the semester. Click on the course code for the class you would like to remove and confirm removal on the next page.

I
Remove CL 503 (202122/3).

CONFIRM REMOVAL 

CANCEL AND RETURN