

## Web for Part time Students Instructions for Viewing Timetable/Account Info./Final Grades/ Printing Tax receipts

### Registration:

- You have been successfully registered in our student records system. As a registered student, you now have access to Georgian's "Web for Student" to view your timetable/schedule, account information, tax receipt and final grades, once entered at the end of the semester.

### General Access Information:

- You can access Web for Student from any computer. The preferred browser is Windows Explorer V 5.0 and higher. Netscape V 4.7 may also be used. If you do not have any access to the Internet please contact the Office of the Registrar at (705) 722-1511.
- To login to Web for Student access the following website: <http://sis.georgianc.on.ca> You will need to know your student ID number and your Personal Identification Number (PIN) (see Login Procedure below)

### Login Procedure:

- If this is your first time logging into Web for Student your PIN number will be your birth date in the format of YYMMDD. As an example if your birthday is March 17, 1964 then your PIN number will be 640317.
- Once you have logged in for the first time you will be prompted to change your PIN. You can use any alphanumeric combination for a length of six characters.
- You will then be prompted to enter a question and the correct answer to the question. If you ever forget your PIN then you will be prompted for the response to your question. If you respond correctly, your PIN will be reset to your birth date in the format YYMMDD.
- If you experience problems logging in, send an email to [itsupport@georgianc.on.ca](mailto:itsupport@georgianc.on.ca) or call (705)728-1968, ext. 1732
- Once you have logged in you will be presented with the following menu:

Yesterday Data (Tue 04th)

**GEORGIAN**  
YOUR COLLEGE · YOUR FUTURE

[SITE MAP](#) | [HELP](#) | [EXIT](#)

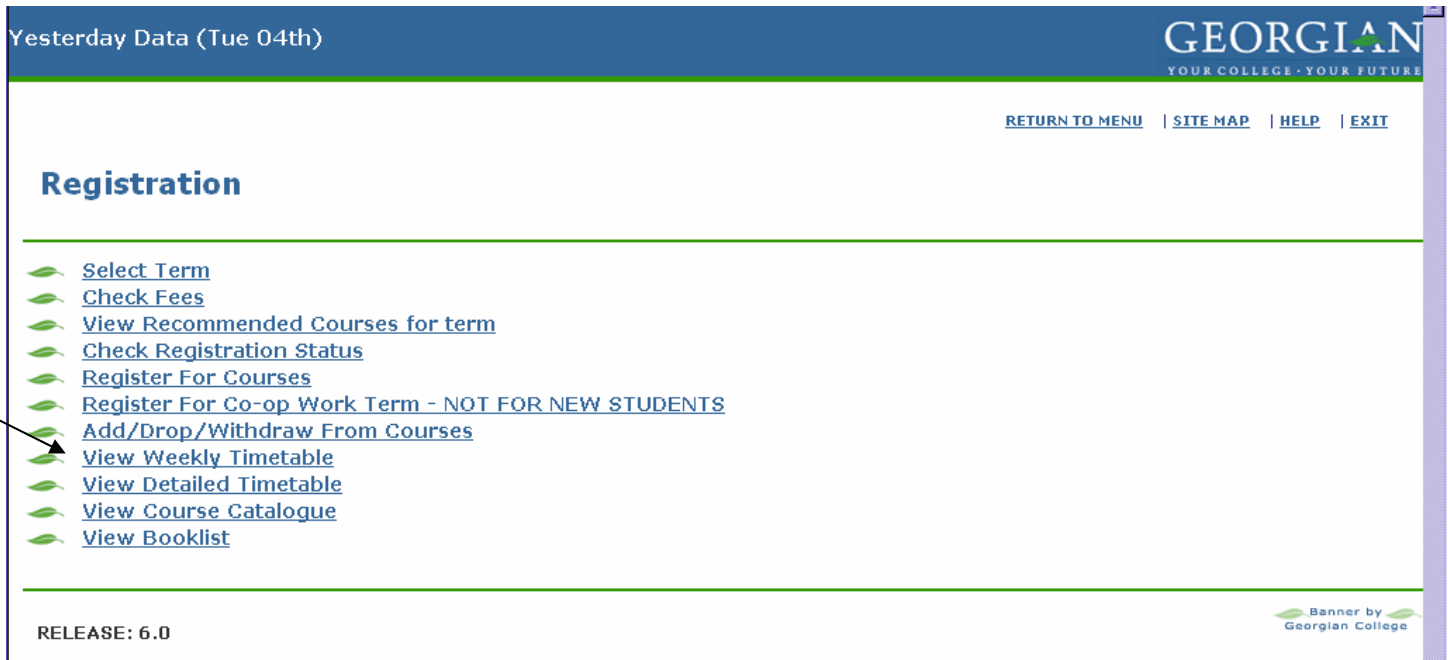
## Welcome

**A Test Student**  
Please select from the following menu items:

- [Personal Information](#)  
View/Update contact information; change PIN; change security question, update emergency contacts.
- [Registration](#)  
Register for courses, add/drop/withdraw from courses, view timetables, view fees & payments, course catalogues, etc.
- [Academic Records](#)  
View holds, grades, transcripts and account status.
- [Academic Contact Information](#)  
How to contact an Academic Advisor, the Office of the Registrar, Financial Aid, Student Fees, the IT Help Desk or to send an email to the Banner Administrator.
- [Orientation & Financial Aid Information](#)  
Orientation information for all campuses.
- [Canadian Tax Forms](#)  
T2202A and Relevé8 Tax Forms
- [Fee Payment](#)  
Payment of deposits and outstanding balances.

## To view your timetable/schedule:

- To view your timetable, you want to select “Registration”.
- Once you have selected “Registration”, you will be presented with the following menu:



The screenshot shows the top navigation bar of the Georgian College website. On the left, it says "Yesterday Data (Tue 04th)". On the right, the logo "GEORGIAN" is displayed with the tagline "YOUR COLLEGE · YOUR FUTURE" below it. Further right are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the navigation bar is a large blue header with the word "Registration" in white. Underneath this header is a list of menu items, each preceded by a green leaf icon. An arrow points to the "View Weekly Timetable" item. At the bottom left of the page, it says "RELEASE: 6.0". At the bottom right, there is a logo for "Banner by Georgian College".

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## Registration

- [Select Term](#)
- [Check Fees](#)
- [View Recommended Courses for term](#)
- [Check Registration Status](#)
- [Register For Courses](#)
- [Register For Co-op Work Term - NOT FOR NEW STUDENTS](#)
- [Add/Drop/Withdraw From Courses](#)
- [View Weekly Timetable](#)
- [View Detailed Timetable](#)
- [View Course Catalogue](#)
- [View Booklist](#)

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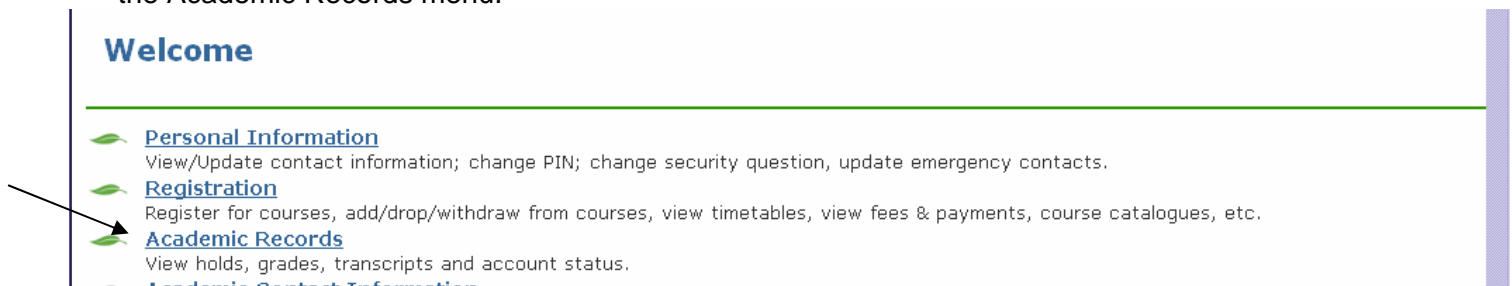
- You will be able to view your weekly time or you can view your detailed timetable.
- It is recommended that you check your timetable occasionally and especially before the start of classes. Circumstances beyond our control may require Georgian College to alter course availability.

## Course Adds/Drops/Withdrawals

- If you wish to change courses or sections of courses you must contact the Registrar's office. Currently part time students cannot make online changes to their courses. You must withdraw within the stated deadlines in order to receive a refund.

## Account Information:

- If you wish to view your account information you need to choose “View Account Summary by Term” in the Academic Records menu:



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- [Academic Contact Information](#)

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## Academic Records

-  [View Holds](#)
-  [View Final Grades](#)
-  [View Grade Detail](#)
-  [Display Georgian College Academic Transcript \(Unofficial\)](#)
-  [View Account Summary by Term](#)
-  [View Total Account Summary](#)
-  [View Academic Record Information](#)

### Account Summary by Term

 Please note that there may be exceptional cases in which the online fee assessment calculation may not be accurate due to the selection of certain courses with varying hours. Although every attempt has been made to minimize this situation, the College reserves the right to reassess fees after the add/drop period.

This is your account summary by term. Anticipated third party contract payments, financial aid, and memos are **NOT** included in the summary.

#### Summary for A Test Student

<b>Account Balance:</b>				\$477.12
<b>Summer 2005</b>				
Detail Code	Description	Charge	Payment	Balance
ACTV	Activity Fee	\$32.76		\$32.76
AFPT	Part-Time Admin Fee	\$33.60		\$33.60
EDTC	Education Technology Fee	\$21.00		\$21.00
SSFE	Student Success Fee	\$25.20		\$25.20
T110	BUSG Tuition Part-Time/Over	\$364.56		\$364.56
<b>Term Charges:</b>		\$477.12		
<b>Term Credits and Payments:</b>			\$0.00	
<b>Term Balance:</b>				\$477.12
<b>Account Balance:</b>				\$477.12

- Please note that there may be exceptional cases in which the online fee assessment calculation may not be accurate due to the selection of certain courses with varying hours. Although every attempt has been made to minimize this situation, the College reserves the right to reassess fees after the add/drop period.

### Final grades:

- Once final grades have been entered, you will be able to view these using Web for Student.
- At the main menu, choose Academic records and then “**View Final Grades**”. Please note that final grades are not entered as soon as your course finishes. There is a window of time for your instructors to enter grades after your course completes which is approximately 1 – 2 weeks. Therefore, if your grades are not showing, please wait for a day or two and then check again. If your grades have not been posted after three weeks of completing your course, please contact your academic area.
- You will be asked to select a term:

View Final Grades

100069252 A Test Student  
Apr 05, 2006 04:00 pm

Select a Term: Summer 2006

Submit

- You will then be able to view your grades, if entered:

Final Grades

100069252 A Test Student  
Summer 2006  
Apr 05, 2006 04:01 pm

*Student Information*

**Degree:** College Diploma, Co-op  
**Major:** Business  
**Level:** Post Secondary  
**Academic Standing:**

*Post Secondary Course work*

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA	Quality Points
30545	GNED	2039	31	Science Fiction	Barrie	78	3.000	3.000	3.000	234.0
30555	STAT	2000	03	Statistics 1	Barrie	94	3.000	3.000	3.000	282.0

## Accessing Blackboard for your credit courses:

- Blackboard is the College's "learning and community portal System" and is used by many faculty and students for credit courses. Blackboard is a tool where faculty can post assignments, etc., and keep in touch with their students. Go to: <http://gc.blackboard.com> to find out how you can access blackboard.

## Accessing Your Income Tax Receipt:

- At the main menu, choose “Canadian Tax forms”:

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How to contact an Academic Advisor, the Office of the Registrar, Financial Aid, Student Fees, the IT Help Desk or to send an email to the Banner Administrator.
- [Orientation & Financial Aid Information](#)  
Orientation information for all campuses.
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T2202A and Releve8 Tax Forms
- [Fee Payment](#)  
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- You want to pick “T2202A Tax Credit form”

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Canadian Tax Forms

- [T2202A Tax Credit Form](#)
- [Releve8 Tax Form](#)

Banner by

- You will then be asked to select a “tax year” and whether you want to just view the data or print the actual form:

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Tax Credit Data Form

Select Tax Year

For the Tax Year:   View Data  Printable Form

- If you choose to print the form, you will be advised of the following. If acceptable, you may proceed to print your tax receipt:

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**Tax Credit Print Form**

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**i** You selected Printable Form, this will mark your Taxation Record as Printed.

**i** If you click "Continue", all future T2202A forms will say "Duplicate".

**i** If you are not ready to print your original, click "View Data" to see the details.

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[Select Tax Year](#)

Office of the Registrar