

Greensboro College EmpowerWeb User Guide



GREENSBORO COLLEGE

Monday, March 14, 2011

[Retrieve Password](#) [Course Schedule](#)

EmpowerWeb

Username = Student ID

Initial password = last 4 of social

password

Submit

Important
Notes

IMPORTANT NOTICE: Review feedback that your professors have provided in the 8 Week Evaluations. Be sure to speak with your professors if you have any questions.

Advising begins Monday, March 28 -- be sure to get your advising appointment scheduled so you will be ready to participate in online registration.

Online Registration for Summer and Fall classes will begin on Monday, April 4.

If you have difficulty logging in, please try using the Mozilla Firefox browser instead of Internet Explorer.



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Home Logged in as: | LO

Academics **Fin Aid & Stu Acct** Settings & Tools Registration Guide Faculty Directory

WELCOME

Currently Set

Currently Set

- User
- Term
- Dept:
- Crse:
- Sect:

Advisors

This is a list of your Advisors.

- Deborah Wilson Roberts
-
-

[Advisor Query...](#)

Class Schedule

Click on a day to display/hide class schedule.

Monday

- CSC 1010
06:30pm
PHW / 307
- SOC 1010
11:00am
PHW / 223

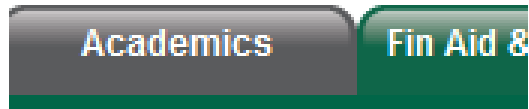
Tuesday

From **the Academics tab you can access:**

- Schedule of courses
- Narrative, midterm and final grades
- Complete academic summary
- Your advisor information
- Online registration (meet with advisor first to receive your PIN for registration)

Remember that you will need to set the **TERM** in instances where the default value is not the value you need. Note that that the Set Term function is available under Schedule of Courses on this tab and also through the Settings tab.

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Registration Information
Schedule of Courses
My Advisor is ...
Register for Courses

When "Register for Courses" is selected from the Academics menu, you will get this REGISTRATION screen. Here you need to enter the "ADVISOR PIN" (PIN provided by your advisor) and select the TERM for which you wish to register. After doing this, click on the Register button.

The screenshot shows the "Registration" page. At the top is a green navigation bar with buttons for "Academics", "Fin Aid & Stu Acct", "Settings & Tools", "Registration Guide", and "Faculty Directory". Below the navigation bar, the word "Registration" is displayed in a large green font. Underneath, there is a section for filtering results: "Results filtered with: User: [blank] on Term: 2011FA Dept: Crse: Sect:". A blue link "Change filter parameters." is present. At the bottom, there is an "Advisor Pin" input field, a dropdown menu currently showing "FALL 2011", and a "Register" button. Red arrows from the text box point to the "Register for Courses" link in the Academics menu and the "Advisor Pin" input field.

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Academics Fin Aid & Stu Acct Settings & Tools Registration Guide Faculty Directory

Registration

Credit Hrs	Undergrad	Graduate
Earned	28	0
Required	2	2
Registered		
Elected		

Add Courses **Print Schedule**

Dept Course Credits Days Time Instructor

No Enrollments

Credits: 0

Academics Fin Aid & Stu Acct Settings & Tools Registration Guide Faculty Directory

Dept No Pe ructor

Registration

Location (Select A Location) **Department** (Select A Department)

Session (Select A Session) **Area of Study** (Select An Area of Study)

Course **Instructor** (Select An Instructor)

Days Mon Tue Wed Thu Fri Sat Sun

Starts After (24HH:MM) **Ends Before (24HH:MM)**

Search

Step 1: Click Add Courses to get to the next screen

Step 2: Click Search and ALL courses offered for term will display

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Registration

REGISTER BUTTON ←

Enroll	Type	Dept	Crse	Sect	Description	Cr	Loca	Bldg	Room	Start	Days	Time	Instructor	Avail
<input type="checkbox"/>	Credit	ACC	1102	A	Financial Accounting	4	Greensboro College	COWN	206	08/24/2011	M W F	11:00/12:00	SchraederD	17 Detail
<input type="checkbox"/>	Credit	ACC	1102	B	Financial Accounting	4	Greensboro College	COWN	206	08/25/2011	T R	09:45/11:15	TharringtA	17 Detail
<input type="checkbox"/>	Credit	ACC	1102	C	Financial Accounting	4	Greensboro College	COWN	206	08/25/2011	T R	13:30/15:00	TharringtA	17 Detail
<input type="checkbox"/>	Credit	ACC	1102	D	Financial Accounting	4	Greensboro College	COWN	206	08/25/2011	R	18:30/20:50	SchraederD	17 Detail
<input type="checkbox"/>	Credit	ACC	2202	A	Intermed Accting I	4	Greensboro College	COWN	206	08/25/2011	T R	16:00/18:20	TharringtA	17 Detail
<input type="checkbox"/>	Credit	ACC	2302	A	Account Info Sys I	4	Greensboro College	COWN	206	08/25/2011	T R	18:30/20:50	McKirdyP	17 Detail
<input type="checkbox"/>	Credit	ACC	3302	A	Tax Accounting I	4	Greensboro College	COWN	206	08/25/2011	T R	16:00/18:20	TharringtA	9 Detail
<input type="checkbox"/>	Credit	ACC	3402	A	Auditing I	4	Greensboro College	COWN	206	08/25/2011	T R	17:00/18:20	SchraederD	17 Detail
<input type="checkbox"/>	Credit	ACC	4402	A	Advanced Accting	4	Greensboro College	COWN	206	08/25/2011	T R	18:30/19:50	SchraederD	17 Detail
<input type="checkbox"/>	Credit	ART	1100	A	Intro to Visual Art	4	Greensboro College	COWN	206	08/25/2011	T R	13:30/15:00	Staff	30 Detail
<input type="checkbox"/>	Credit	ART	1100	B	Intro to Visual Art	4	Greensboro College	COWN	206	08/25/2011	T R	18:30/20:50	Staff	30 Detail
<input type="checkbox"/>	Credit	ART	1109	A	Intro Wom	4	Greensboro College	COWN	206	08/25/2011	T R	13:30/14:30	Staff	30 Detail
<input type="checkbox"/>	Credit	ART	1305	A	Drawing	4	Greensboro College	COWN	206	08/25/2011	T R	09:45/12:00	LangerJ	15 Detail
<input type="checkbox"/>	Credit	ART	1405	A	Ceram	4	Greensboro College	COWN	206	08/25/2011	T R	6:00/18:20	GaddyJ	15 Detail
<input type="checkbox"/>	Credit	ART	1505	A	Painting	4	Greensboro College	COWN	206	08/25/2011	T R	8:00/11:15	Staff	15 Detail
<input type="checkbox"/>	Credit	ART	1505	B	Painting	4	Greensboro College	COWN	206	08/25/2011	T R	09:45/12:00	LangerJ	5 Detail
<input type="checkbox"/>	Credit	ART	1505	C	Painting	4	Greensboro College	COWN	206	08/25/2011	T R	15:30/17:15	GaddyJ	10 Detail
<input type="checkbox"/>	Credit	ART	1505	A	Painting II	4	Greensboro College	COWN	206	08/25/2011	T R	13:30/16:30	LangerJ	15 Detail
<input type="checkbox"/>	Credit	ART	2805	A	Photogra	2	Greensboro College	COWN	6	08/24/2011	M W F	09:45/12:00	WilliamsoG	12 Detail
<input type="checkbox"/>	Credit	ART	2805	B	Photogra	2	Greensboro College	COWN	6	08/24/2011	M W F	16:00/18:20	WilliamsoG	12 Detail
<input type="checkbox"/>	Credit	ART	2900	A	Art History	2	Greensboro College	COWN	6	08/24/2011	M W F	08:30/09:30	LangerJ	20 Detail
<input type="checkbox"/>	Credit	ART	3405	A	Ceramics III	2	Greensboro College	COWN	6	08/24/2011	T R	15:30/17:15	GaddyJ	5 Detail
<input type="checkbox"/>	Credit	ART	3505	A	Painting III	2	Greensboro College	COWN	6	08/24/2011	T R	13:30/16:30	LangerJ	15 Detail
<input type="checkbox"/>	Credit	ART	3700	A	Pedagogy Art (K-12)	1	Greensboro College	COWN	6	08/29/2011	M	16:00/18:20	GaddyJ	15 Detail
<input type="checkbox"/>	Credit	ART	3701	A	Field Comp ART 3700	1	Greensboro College	TBA	TBA	08/24/2011	ARR	00:00/00:00	GaddyJ	15 Detail
<input type="checkbox"/>	Credit	ART	3805	A	Photography II	2	Greensboro College	COWN	6	08/24/2011	M W F	09:45/12:00	WilliamsoG	6 Detail
<input type="checkbox"/>	Credit	ART	3805	B	Photography II	2	Greensboro College	COWN	6	08/24/2011	M W	16:00/18:20	WilliamsoG	6 Detail
<input type="checkbox"/>	Credit	ART	4505	A	Painting IV	2	Greensboro College	COWN	10	08/25/2011	T R	13:30/16:30	LangerJ	5 Detail
<input type="checkbox"/>	Credit	ART	4805	A	Photography III	2	Greensboro College	COWN	6	08/24/2011	M W F	09:45/12:00	WilliamsoG	3 Detail
<input type="checkbox"/>	Credit	ART	4805	B	Photography III	2	Greensboro College	COWN	6	08/24/2011	M W F	16:00/18:20	WilliamsoG	3 Detail
<input type="checkbox"/>	Credit	ART	4900	A	Senior Portfolio	4	Greensboro College	TBA	TBA	08/24/2011	ARR	00:00/00:00	LangerJ	7 Detail
<input type="checkbox"/>	Credit	ART	4901	A	Field Comp ART 4900	1	Greensboro College	TBA	TBA	08/24/2011	ARR	00:00/00:00	GaddyJ	7 Detail
<input type="checkbox"/>	Credit	ATH	1100	A	Prev/Care Em/Ath Inj	4	Greensboro College	PHE	B50	08/24/2011	M W F	09:45/10:45	LesperancM	25 Detail

Select ALL courses you want to register for by clicking in the box to the left of the courses. When you have them all marked, click REGISTER (above).

After you click REGISTER, the system will say "Processing Registration Please Wait" While this is processing please do not click off of the screen.

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Academics

Fin Aid & Stu Acct

Settings & Tools

Registration Guide

Faculty Directory

Registration

You have 1 Successful Registration and
6 Pending Registration.
Click See Detail button to see the result.

See Detail

When all of the requested courses have been reviewed by the system, a message returns to tell you (1) how many registrations where SUCCESSFUL (you don't need to do anything else), and (2) which attempts to register created PENDING REGISTRATIONS.

For those that are PENDING, you will need to take additional steps to complete the registration process.

To review and act upon the pending registrations, click on the See Detail button above.

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Credit Hrs	Undergrad	Graduate
Earned	28	0
Required	2	2
Registered	4	
Elected	18	

FALL 2011

Successful Registration

DROP	Dept	Course	Section	Type	Description	Credits	Days	Time
	ACC	1102	B	CR	Financial Accounting	4	T R	09:45/11:15

Credits: .

Pending Registration -- see reasons below

DELETE	Dept	Course	Section	Type	Description	Credits	Days	Time
	ART	1305	A	CR	Drawing I	4	M W F	09:45/12:00
Comments: Reason: Time Conflict Meet Time Conflict(s) With DAN 1010 A,BIO 3690 A Preferred order: --Select One-- DELETE Comments: Reason: Painting IV Consent not determined Course requisites not met Not in required program Preferred order: --Select One-- DELETE Comments: Reason: Microbiology & Lab Consent not determined Course requisites not met Time Conflict Meet Time Conflict(s) With DAN 1010 A,ART 1305 A Not in required program Preferred order: --Select One-- DELETE Comments: Reason: Seminar Time Conflict Meet Time Conflict(s) With ENG 1100 A Not in required major Preferred order: --Select One-- DELETE Comments: Reason: Ballet I Time Conflict Meet Time Conflict(s) With ART 1305 A,BIO 3690 A Preferred order: --Select One-- DELETE Comments: Reason: Texts and Contexts Time Conflict Meet Time Conflict(s) With BIO 4900 A Preferred order: --Select One--								

Credits: 18

IF YOU HAVE TROUBLE LOGGING INTO EMPOWER, PLEASE TRY USING A DIFFERENT BROWSER.

This is the DETAIL screen

Look at the Pending Registrations

If there are scheduling conflicts you can work those out by DELETING one of the courses and then clicking REPROCESS PENDING.

Beside each course information concerning the registration failure is given.

If you do not have all of the pre-requisites for a course, your options are to (1) delete that course from the Pending Registrations and select another course (through ADD COURSES) to replace it OR, (2) you may speak with the instructor of the course to see if he/she will grant consent for you to register. If consent is granted by the instructor, they will go into Empower and set it up so that you may click REPROCESS PENDING and complete the registration for that particular course.

NOTES

- ❖ If you run into problems that you cannot solve with your registrations, please let us know so that we can assist you. Your advisor, the staff in the registrar's office or the Peak, Martha Bunch, Asst. VP for Academics (bunchm@greensborocollege.edu), or the system administrator, Phyllis Chambers (phyllis.chambers@greensborocollege.edu) can help you.
- ❖ The 'ACKNOWLEDGE' process that has made registration particularly difficult in the past year has been REMOVED so we believe that your registration process will go much more smoothly.
- ❖ Remember: Register for a full course load (Minimum of 12 hours) if you need to be classified as a full-time student.