GATEWAY SEMINARY

Student Registration

Contents

Registering for a course

Adding a Course: Degree Audit
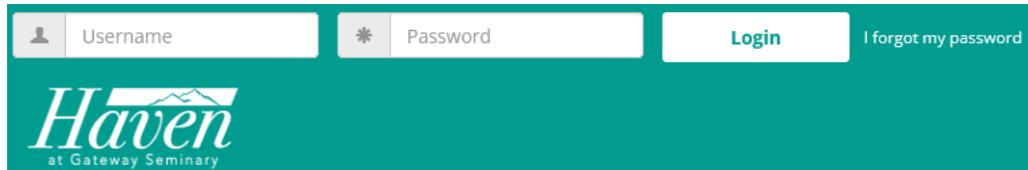
1. First log into Haven, using your Student ID and your password: https://haven.gs.edu/ICS

   a.

2. After logging in, look to the right of the screen for "Student Registration"
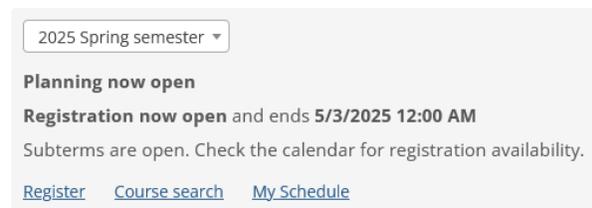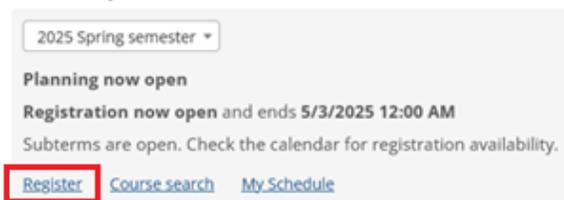

3. Here you will find available terms for registration, courses, your current schedule of courses and where to register for new courses.

4. Click "Register" to get started in planning your upcoming term
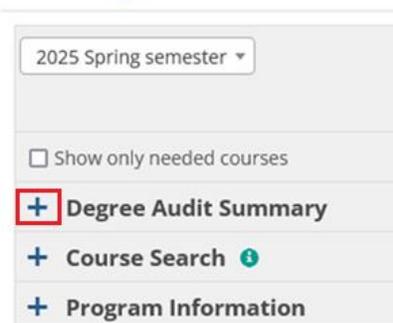
   a.

5. On this page to your left you will see your Degree Audit Summary and to the right, you will be able to see a weekly calendar that can help you plan your schedule

6. Let's begin adding courses to the schedule by heading over to the degree audit

   a. Expand the row by clicking on the "+" button next to "Degree Audit Summary"

   b.

c.

Show only needed courses

— Degree Audit Summary

Master of Divinity ▼   Incomplete

d. This feature will show you elements of your degree program that you have or have not completed
e. Click on the title of your current program
f. This will show you courses that you need to complete your current degree

Master of Divinity ▲   Incomplete

90.0 hrs needed | 0.0 hrs earned

? **School of Theology**   38.00 hrs   >
Find a course

? **School Christ Leadership**   28.00 hrs   >
Find a course

? **School Global Missions**   8.00 hrs   >
Find a course

? **General Electives**   >
Find a course

g.
h. Click a row that you need hours completed in
i. This will show you available courses for the term

? **L 1113**   2.00 hrs
Baptist Heritage and Practice
Find a section

? **L 1211**   3.00 hrs
Christian Theology I
No sections available

j.
k. Click a course to view available dates, time and modality (In-person, Remote or Online)
l. To view all hours of meetings for a course, click the three dots symbol

L-1113-39   •••
Thu 6:00-8:50 PM
Remote; 02/27/25 - 03/01/25
Meets 2 other times
14 seats remaining
Dr. Chris Soong Chul Chun

m.
n. Click "View details"

⊕ Add to my calendar

✉ Contact instructor

🔍 View details

o.
p. This will show you a full schedule of times for the course

L-1113-39 - Baptist Heritage and Practice (2.00 hrs)

Not on my calendar
Open
2025 Spring semester
Remote; 02/27/25 - 03/01/25

Meeting Type:
None

Schedule:
Thu 6:00-8:50 PM
2/27/2025 - 2/27/2025
Pacific Northwest Campus Remote Access

q.

r. Before you add a course to your calendar make sure that you note the modality of the course, such as:

  i. Each course will note its modality next to the dates of the course. Whether the course is In-person meeting on campus, by giving the name of the campus:

P-1116-11
Sat 8:30 AM-4:30 PM
Los Angeles - Ontario Campus; 02/08/25 - 02/22/25
Meets 1 other time
14 seats remaining
📘 Textbook
Dr. Richard Andrew Johnstone

  1.

  ii. Or will note it is a remote course

P-1116-39
Thu 6:00-8:50 PM
Remote; 04/03/25 - 04/05/25
Meets 2 other times
6 seats remaining
📘 Textbook
Dr. Mark A. Bradley

  1.

  iii. Or it is an online only course

P-1116-91
Online; 03/10/25 - 05/03/25
5 seats remaining
📘 Textbook
Dr. Richard Andrew Johnstone

  1.

  iv. Make sure, that if you are choosing an In-person course (with a campus listed) that you are choosing the course at the campus you will be attending.

s. How to add a course to your calendar

t. Select your course by clicking the "+" to the left of its section title

➕ L-1113-39
Thu 6:00-8:50 PM
Remote; 02/27/25 - 03/01/25
Meets 2 other times
14 seats remaining
Dr. Chris Soong Chul Chun

u.

  i. The course has now been added to the weekly calendar and the "+" symbol will now have turned into a thumbs up symbol to indicate successfully adding the course to your calendar, but registration is not complete.

v.

w.

x. Registration is not yet complete for the course. A green course with the word "registered" indicates a successfully registered course. A blue course will require final checkout.

y. Final checkout, click the green "Registration checkout" button, top right of the calendar

z.

aa. Ensure the course is selected by clicking the checkbox next to the course you want to register for

bb.

cc. Then click "Register"

dd.

ee. You will be shown you have successfully registered for your course

ff.

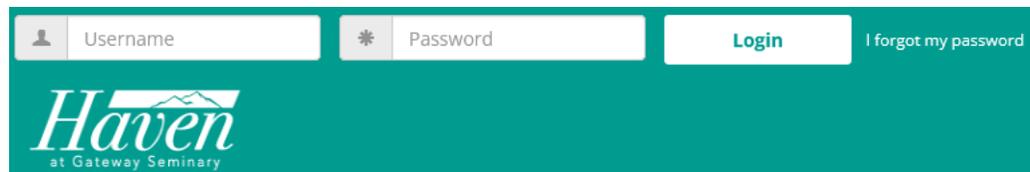gg. You may close this window to return to your calendar, where you will see your selected course has changed to green and indicates it has been registered

hh.

Adding a Course: Course Search

1. First log into Haven, using your Student ID and your password: https://haven.gs.edu/ICS

b.

2. After logging in, look to the right of the screen for "Student Registration"

Student Registration

Add/Drop Courses

2025 Spring semester ▼

Planning now open

Registration now open and ends **5/3/2025 12:00 AM**

Subterms are open. Check the calendar for registration availability.

Register   Course search   My Schedule

3. Here you will find available terms for registration, courses, your current schedule of courses and where to register for new courses.
4. Click "Register" to get started in planning your upcoming term of courses

Student Registration

Add/Drop Courses

2025 Spring semester ▾

Planning now open

Registration now open and ends **5/3/2025 12:00 AM**

Subterms are open. Check the calendar for registration availability.

Register   Course search   My Schedule

      a.

5. On this page to our left you will see your Degree Audit Summary and to the right, you will be able to see a weekly calendar that can help you plan your school week
6. Using the course search feature for registration
7. Click the "+" symbol next to "Course Search" to expand the row

☐ Show only needed courses

➕ **Degree Audit Summary**

➕ **Course Search** ⓘ

➕ **Program Information**

      a.

— **Course Search** ⓘ

Course Code

Begins With ▾

Course Title

Begins With ▾

Division

Instructor

Search...

      b.

      c. Here you will be able to search for courses by: Course Code, Course Title, Division, Instructor, Subterm and specific day

      d. We will search using course code for this example

— **Course Search** ⓘ

Course Code

Begins With ▾   L1113

      i.

      ii. Fill out your desired criteria then click "Search Courses," (in this case course code "L1113")

Search Courses

      iii.

e. Click a course to view available dates, time and modality (In-person, Remote or Online)
f. To view all hours of meetings for a course, click the three dots symbol

L-1113-39   •••
Thu 6:00-8:50 PM
Remote; 02/27/25 - 03/01/25
Meets 2 other times
14 seats remaining
g. Dr. Chris Soong Chul Chun

h. Click "View details"

◉ Add to my calendar

✉ Contact instructor

i. 🔍 View details

j. This will show you a full schedule of times for the course

L-1113-39 - Baptist Heritage and Practice (2.00 hrs)

Not on my calendar
Open
2025 Spring semester
Remote; 02/27/25 - 03/01/25

Meeting Type:
None

Schedule:
Thu 6:00-8:50 PM
2/27/2025 - 2/27/2025
Pacific Northwest Campus Remote Access
k.

l. Before you add a course to your calendar make sure that you note the modality of the course, such as:
  i. Each course will note its modality next to the dates of the course. Whether the course is In-person meeting on campus, by giving the name of the campus:

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Online; 03/10/25 - 05/03/25
5 seats remaining
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   1.

m. Make sure, that if you are choosing an In-person course (with a campus listed) that you are choosing the course at the campus you will be attending.

n. To add the course to your calendar, click the "+" button next to the title of the desired course

ii.

    i. The course has now been added to the weekly calendar and the "+" symbol will now have turned into a thumbs up symbol to indicate successfully adding the course to your calendar, but registration is not complete.

jj.

kk.

ll. Registration is not yet complete for the course. A green course with the word "registered" indicates a successfully registered course. A blue course will require final checkout.

mm.   Final checkout, click the green "Registration checkout" button, top right of the calendar

nn.

oo. Ensure the course is selected by clicking the checkbox next to the course you want to register for

Registration Checkout

Available to Register

☑ **L-1113-39 - Baptist Heritage and Practice**
Sat 9:00 AM-2:50 PM
Meets 2 other times
Remote; 02/27/25 - 03/01/25
14 seats remaining

pp.

qq. Then click "Register"

Contact ▾ **Register**

rr.

ss. You will be shown you have successfully registered for your course

Registration Checkout

Successfully Registered

✔ **L-1113-39 - Baptist Heritage and Practice**
Sat 9:00 AM-2:50 PM
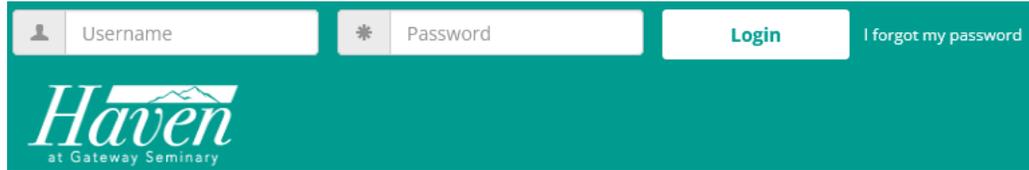Meets 2 other times
▌ Remote; 02/27/25 - 03/01/25
Registered

tt.

uu. You may close this window to return to your calendar, where you will see your selected course has changed to green and indicates it has been registered
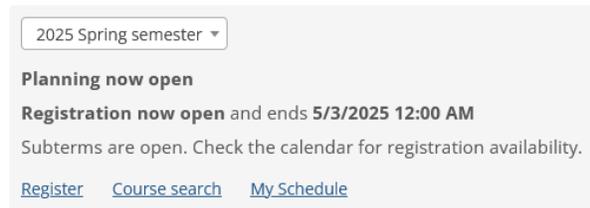
Calendar Key

Thu	Fri	Sat

L-1113-39 ▾
✔ Registered
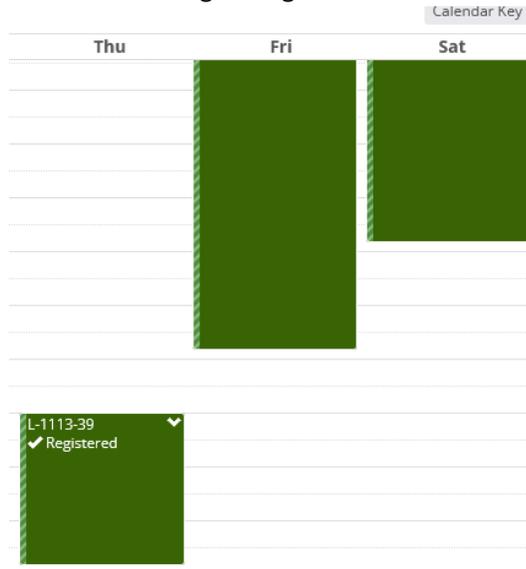
vv.

Dropping a Course

1. First log into Haven, using your Student ID and your password: https://haven.gs.edu/ICS

   a.

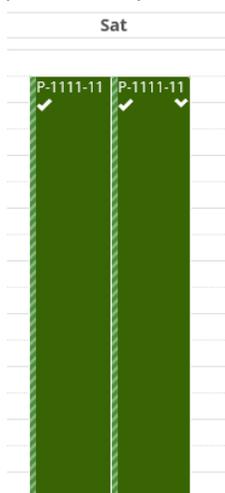2. After logging in, look to the right of the screen for "Student Registration"
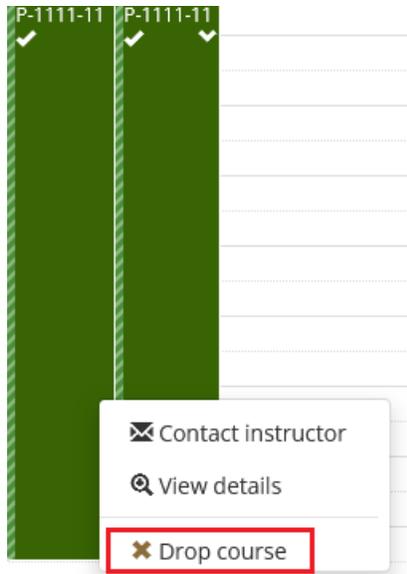

3. Click "Register"
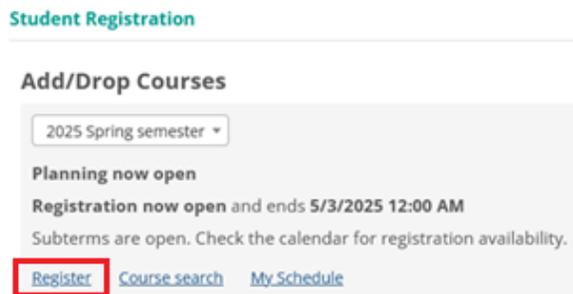
   a.

4. Look in your weekly calendar for the course you wish to drop

   a.

5. Click on the course you wish to drop, then in the dropdown that appears click "Drop course"

P-1111-11 P-1111-11

✉ Contact instructor

🔍 View details

✖ Drop course

a.
6. That will remove the course from your calendar and you will be successfully dropped from the course