

# REGISTERING FOR A COURSE

HAVEN REGISTRATION PORTAL

1

# LOGIN & LOOK FOR “STUDENT REGISTRATION”

GATEWAY #ID  
+ PASSWORD

2

CHANGE TO  
FUTURE TERM  
I.E. 2025 SPRING  
SEMESTER

3

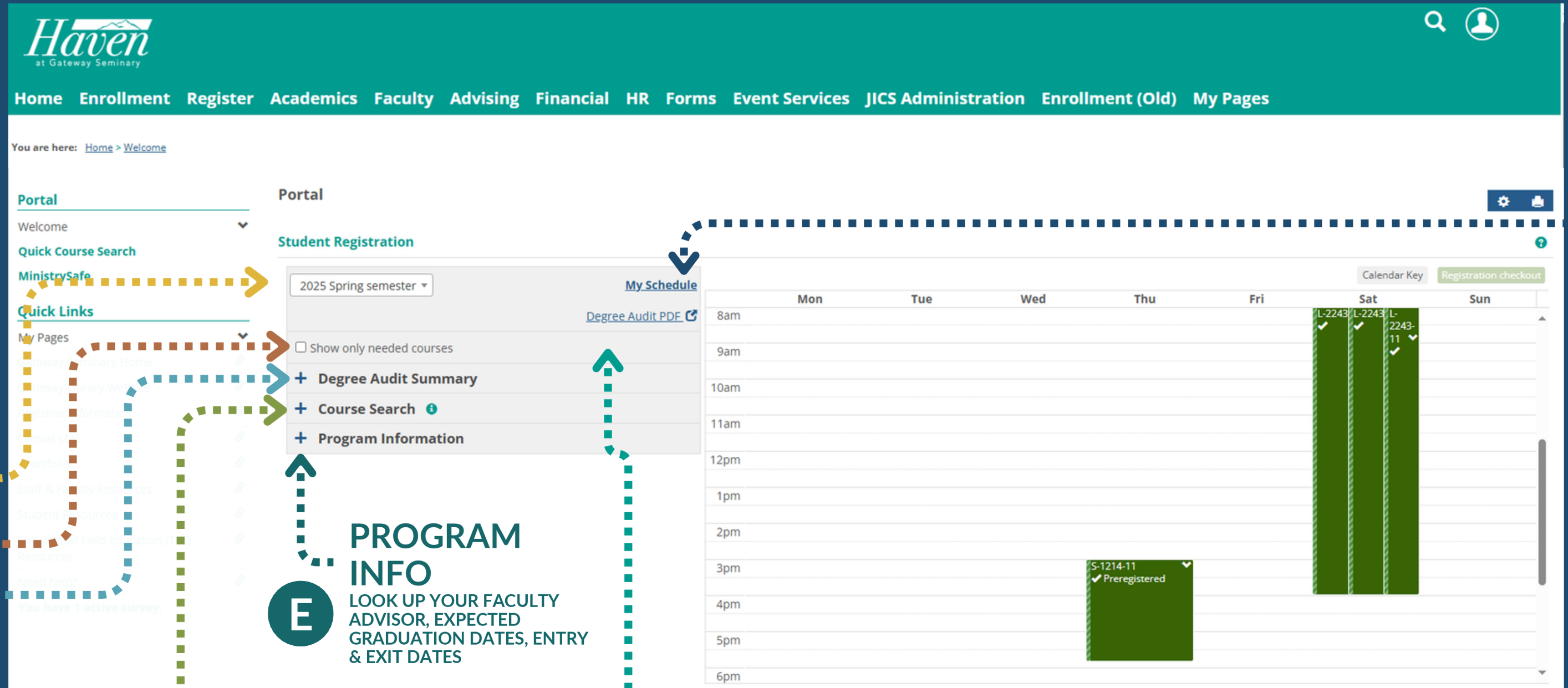
CLICK THE  
REGISTER LINK

The screenshot shows the Haven Gateway Seminary website. At the top, there is a login section with fields for 'Username' and 'Password', a 'Login' button, and a link for 'I forgot my password'. Below this is a navigation bar with links: Home, Enrollment, Register, Academics, Faculty, Advising, Financial, HR, Forms, Event Services, JICS Administration, Enrollment (Old), and My Pages. The main content area is divided into a left sidebar and a main body. The sidebar contains 'Portal' (Welcome, Quick Course Search, MinistrySafe), 'Quick Links' (My Pages, Gateway Seminary Home, Gateway Library Website, Registrar Information, Canvas LMS, ePortfolio, Staff & Faculty Resources, Student Resources, Theological Field Education (TFE) Resources, Need help?), and a survey notification. The main body features an 'Announcement' section with a video titled 'The newly redesigned Haven is now live!' and two large buttons: 'Students Start Here' and 'Staff Start Here'. On the right side of the main body, there is a 'Student Registration' section. It includes a dropdown menu for '2025 Spring semester' (highlighted with a red dashed box), a 'Planning now open' status, and a 'Registration now open and ends 5/3/2025 12:00 AM' message. Below this, there are links for 'Register' (circled in red), 'Course search', and 'My Schedule'. A 'Course Search' section is also visible below the registration links. At the bottom of the page, there are links for 'Privacy policy', 'About us', and 'Contact us', and a footer note 'Powered by Jenzabar, v2024.1'.

RIGHT HAND SIDE OF THE HOME SCREEN

4

# ANATOMY OF THE STUDENT REGISTRATION PORTAL



**A TERM** CHANGE TO FUTURE TERM

**B NEEDED COURSES**

CLICK THIS BOX IF YOU ONLY WANT TO VIEW "NEEDED COURSES" FOR YOUR DEGREE.

**C DEGREE AUDIT SUMMARY**

THIS MENU WILL SHOW YOU WHAT YOU NEED TO TAKE TO COMPLETE YOUR DEGREE.

**D COURSE SEARCH**

THIS MENU WILL LET YOU SEARCH THE COURSE SCHEDULE USING SPECIFIC CRITERIA (IE PROFESSOR, DAY, COURSE CODE, ETC.)

**F DEGREE AUDIT**

DOWNLOAD A PRINTABLE VERSION OF YOUR DEGREE AUDIT.

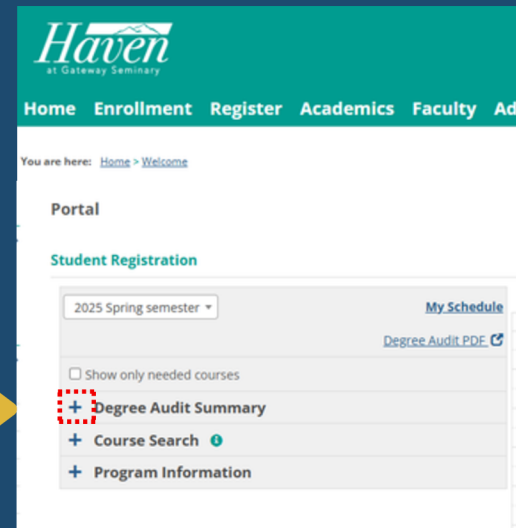
**G MY SCHEDULE**

VIEW YOUR NEW SCHEDULE IN LIST VIEW (LINK) OR CALENDAR VIEW (IMAGE). IN LIST VIEW YOU CAN ALSO VIEW YOUR TEXTBOOK LIST.

(NOTE: TEXTBOOK LISTS ARE NOT IMMEDIATELY AVAILABLE)

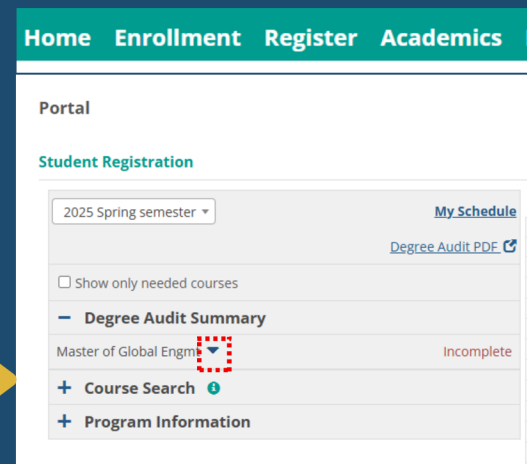
1

CLICK THE "+" ICON TO EXPAND YOUR LIST.



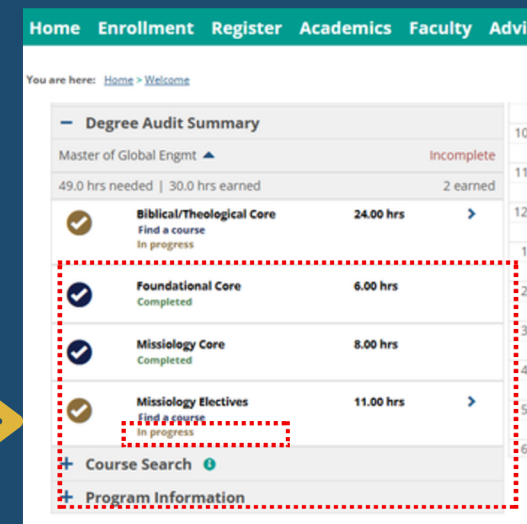
2

CLICK THE ARROW ICON TO NEXT TO YOUR DEGREE



3

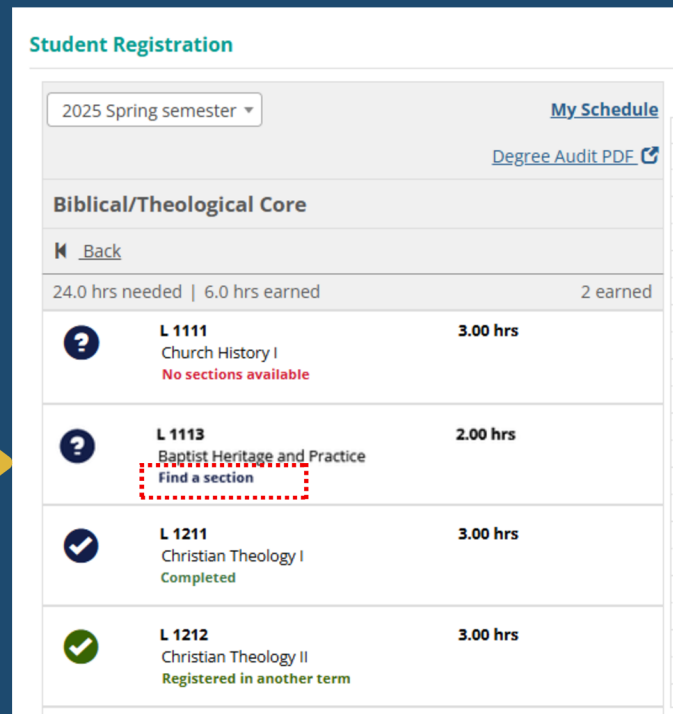
THE EXPANDED ARROW WILL SHOW YOU THE COURSES YOU NEED TO COMPLETE YOUR DEGREE



CLICK ON A ROW CATEGORIZED AS "IN PROGRESS"

4

CLICK THE "?" ICON PAIRED WITH "FIND A SECTION" TO FIND SELECT A SECTION.

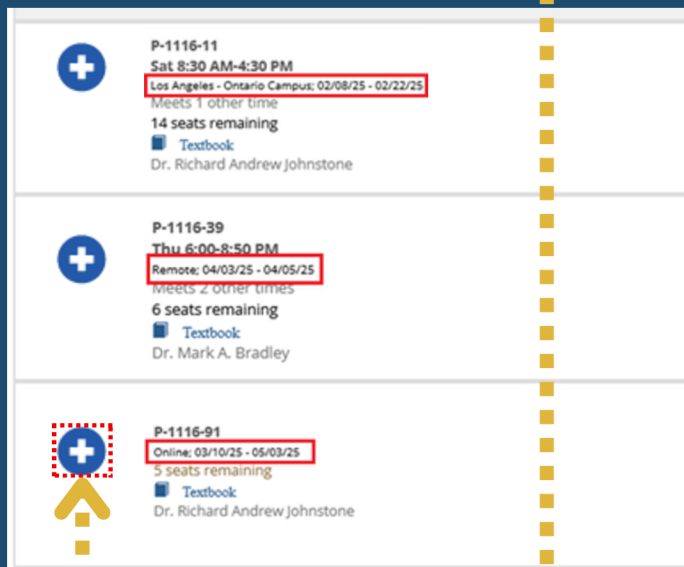


5

AVAILABLE SECTIONS WILL APPEAR WITH COURSE DETAILS

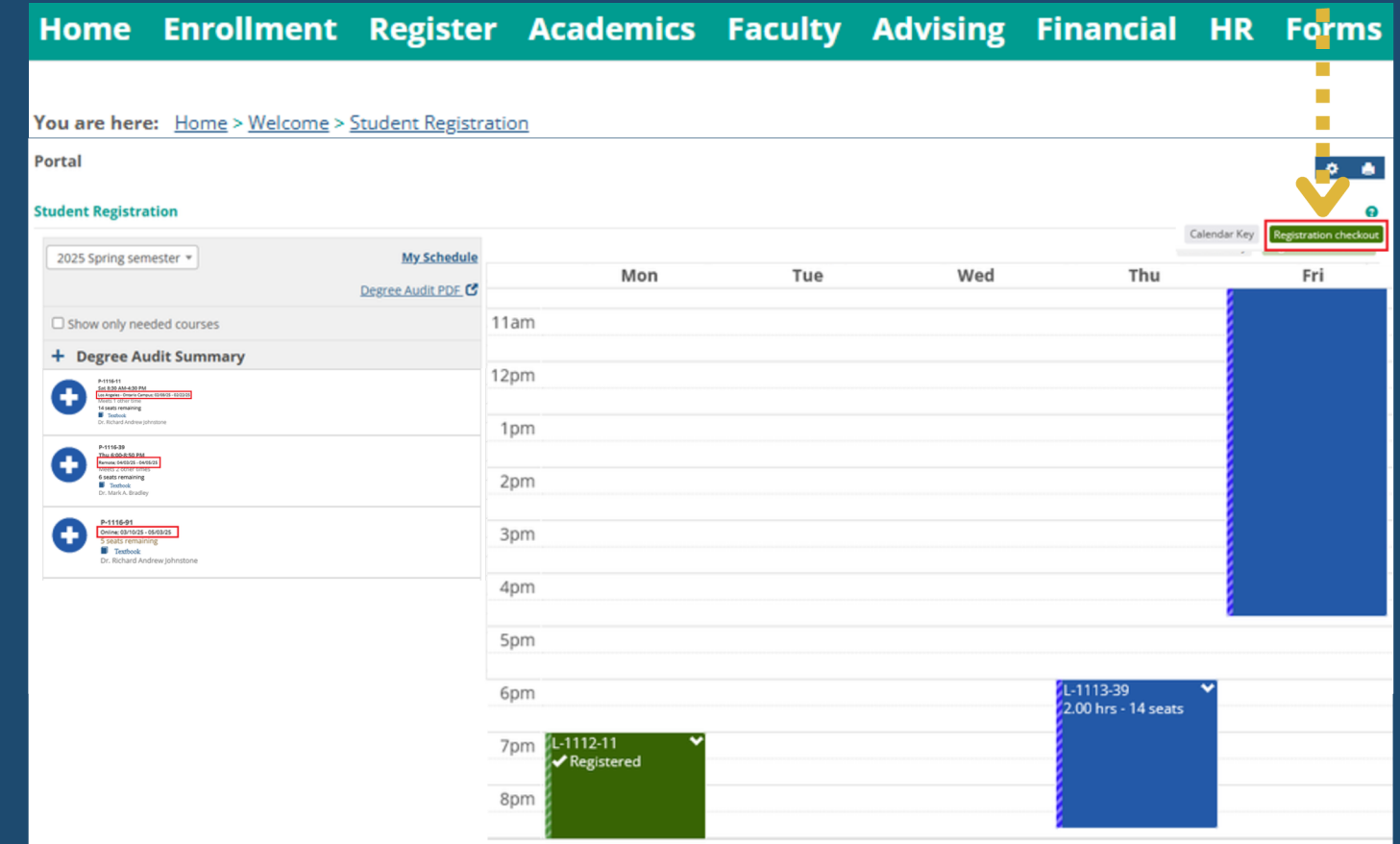
*Campus location, time, day, professor, books, etc.*

CLICK THE "+" ICON TO ADD THE COURSE TO YOUR CALENDAR



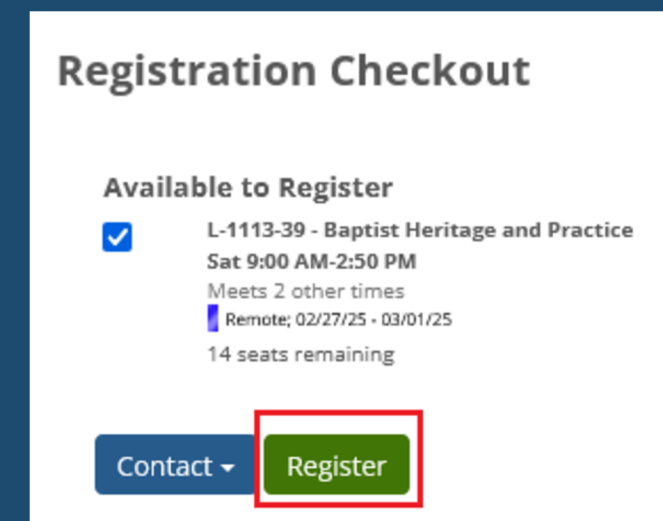
6

IF YOU ARE SATISFIED WITH THE ADDITION TO YOUR CALENDAR, CLICK THE GREEN "REGISTRATION CHECKOUT" BUTTON



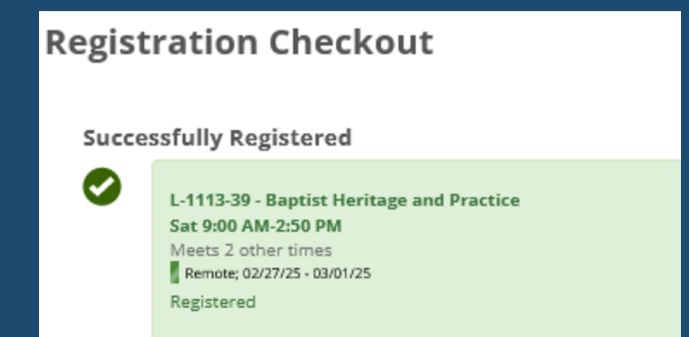
7

ENSURE THE COURSE IS SELECTED BY CLICKING THE CHECKBOX NEXT TO THE COURSE YOU WANT TO REGISTER FOR. THEN CLICK "REGISTER"



8

YOU WILL BE SHOWN YOU HAVE SUCCESSFULLY REGISTERED FOR YOUR COURSE



YOU MAY CLOSE THIS WINDOW TO RETURN TO YOUR CALENDAR.