

# ASK AN ADVISOR

We can help!

## HOW TO GET STARTED

# 1

### LOG INTO GENESIS

Go to:

[WWW.GENESEE.EDU](http://WWW.GENESEE.EDU)

or

[GENESIS.  
GENESEE.EDU](http://GENESIS.GENESEE.EDU)

Select the **Genesis** icon located at the upper right corner of the homepage. On the next page, select **Log into Genesis** (yellow button)

# 2

### SELECT BANNER SELF-SERVICE

From there, go to any menu on the right and follow further instructions

FOR ADDITIONAL ASSISTANCE  
PLEASE CONTACT:

HELP DESK  
1.866.614.5004

[www.genesee.edu/helpdesk](http://www.genesee.edu/helpdesk)  
Available 24/7

# Genesis Student Web Portal Advisement Help Sheet

## Register for classes

- Select **Student Services**
- Select **Registration Menu**
- Select **Look Up Classes**
- Select a **Term**
  - Select a **subject** and **Course Search**
  - Select **View Sections**
  - Click on a class and then select **Register**

OR

Enter **CRNs** in boxes under **Add Classes Worksheet**. Click **Submit Changes**.

**Drop a class:** click on drop down menu (arrow) and click web drop option, then **Submit Change**.

## View your schedule

- Select **Student Services**
- Select **Registration Menu**
- Select **My Schedule** or **My Schedule Detail**

## Change your schedule

- Select **Student Services**
  - Select **Registration Menu**
  - Select **Add/Drop Classes**
  - Select **Term** if prompted
  - Either...
    - Select a **subject** and click **Course Search**, then View Sections for the desired course;
- OR
- Click **Advanced Search** (do not enter all information) to enter criteria such as campus, and then click **Section Search**.
- Make selection(s), select **Add to Worksheet** and then **Submit Changes**
  - Return to **Registration Menu** and select **My Schedule** to check for errors (i.e. correct campus, location, time, etc.)

## Authorizing funds for bookstore use

- Select **Financial Aid**
- Select **Award**
- Select **Authorize Funds For Bookstore Use**
- Check appropriate boxes

## Order textbooks

- Select **Student Services**
- Select **Registration Menu**
- Select **Look Up Textbooks For My Classes**
- Select **Go to Bookstore Website**
- Select your **classes** and then **Find Materials**

## Run a degree audit in Degree Works

- Select **Student Services**
- Select **Registration Menu**
- Select **Degree Works**
- Scroll down to view entire report.
- To **print**, select **Save as PDF**
- To learn more, use the **FAQ** and **Help** links at the top of the Degree Works audit.

## Find your advisor

- Select **Student Services**
- Select **Student Records Information Menu**
- Select **View Student Information** (Also found in Degree Works)

## Change your major

The major change form is available at the **Advisement Office and Campus Centers** or online at [www.genesee.edu/depts/advisement](http://www.genesee.edu/depts/advisement). Completed forms should be submitted to the Advisement Office or Campus Center.

## Find your GCC ID number

- Select **Personal Information**
- Select **What is my GCC ID?**

## Access your Email

- Go to [www.genesee.edu](http://www.genesee.edu)
- Log onto **Genesis**
- Select **Access My Email**