



Genesis Student Web Portal Advisement Help Sheet

HOW TO GET STARTED

1

LOG INTO GENESIS

Go to:

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
Available 24/7

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 curriculum change form is available at the **Advisement Office and Campus Centers** or online at 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
- Log onto **Genesis**
- Select **Access My Email**

