

# WebbConnect User Guide for Students

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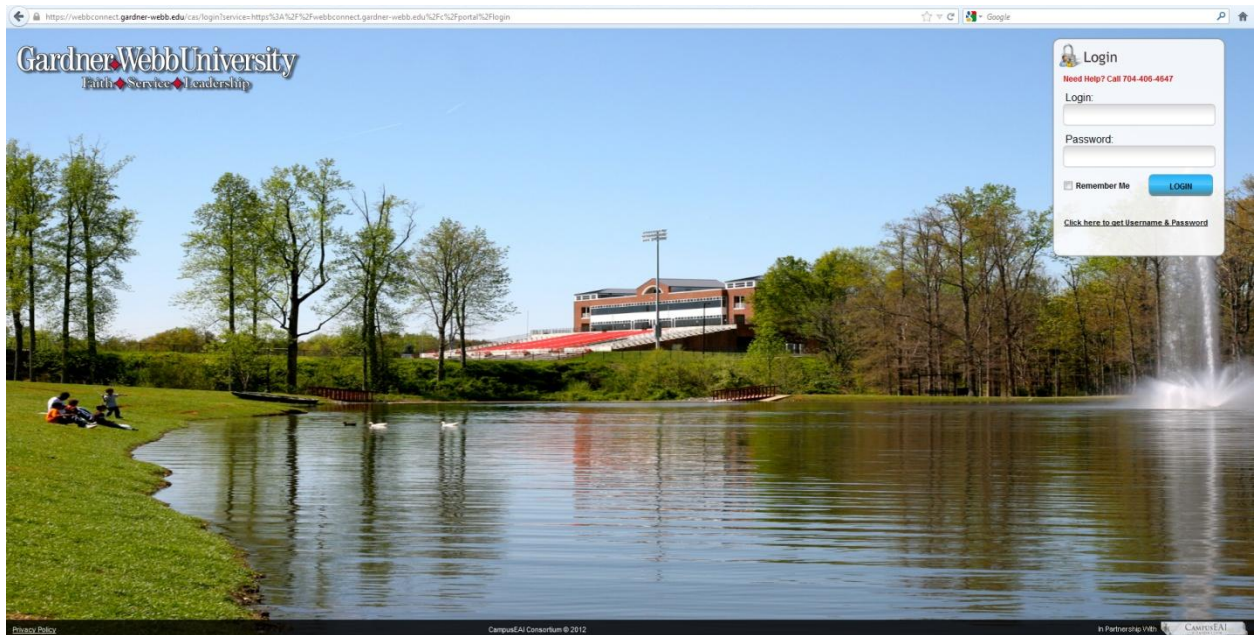
# WebbConnect User Guide for Students

## Important Notes Concerning WebbConnect:

1. WebbConnect will not perform correctly in Internet Explorer 7. The approved browsers for WebbConnect are: Internet Explorer 8 & 9; Google Chrome 11,12,13,14,15; Mozilla Firefox 6 or above; and Safari 5 or above
2. Most of the links on the left side navigation do not work on an iPad/Mac. We launched the portal anyway and are waiting on the support team to resolve this. Please use the menu at the top titled iOS Access for iPad/Mac.
3. The mobile version for iPhones, etc. does work for the master calendar and for Gardner-Webb news, however we have not completed the full mobile version which provides true apps. This is planned for a later phase of implementation.
4. Our current recommendation is to use the portal with a desktop or laptop. Technology Services is open Monday - Friday from 8 am until 5 pm. Please call 704-406-4647 if you are having any trouble with WebbConnect.

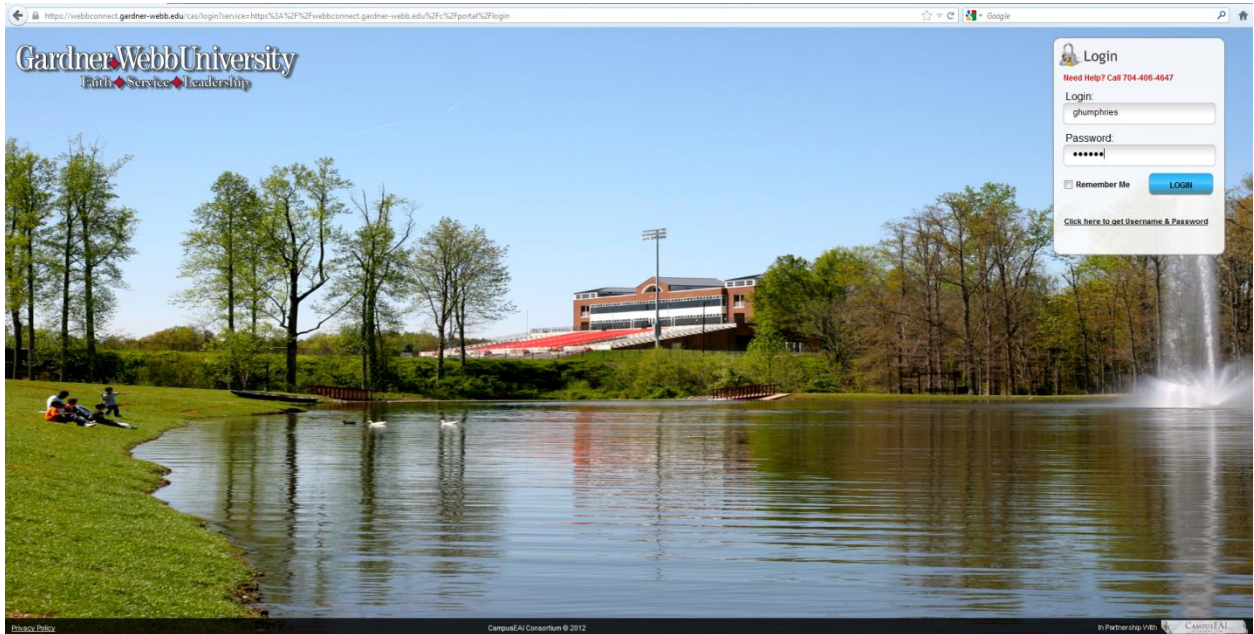
## How to log into WebbConnect:

1. Open the internet browser of your choice (Internet Explorer, Mozilla Firefox, Safari).
2. Type the following into the address: <http://webbconnect.gardner-webb.edu> to get the WebbConnect login page or click this  link on the Gardner-Webb homepage.

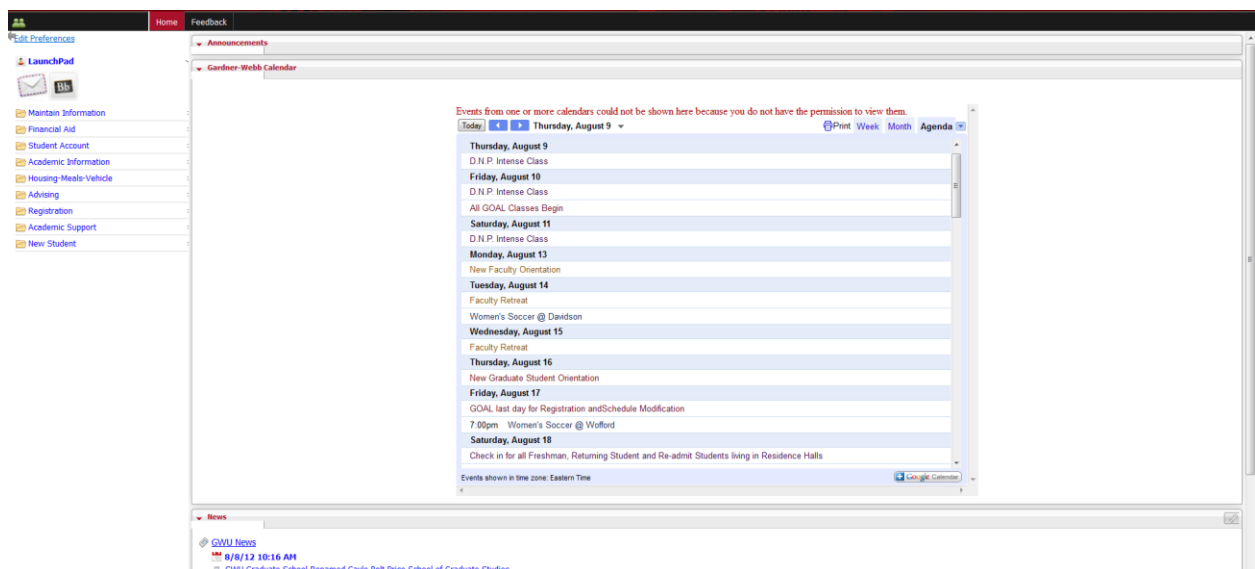


3. Enter your Gardner-Webb Username in the Login field and your Gardner-Webb Password in the Password field.

# WebbConnect User Guide for Students



4. Click the LOGIN button.

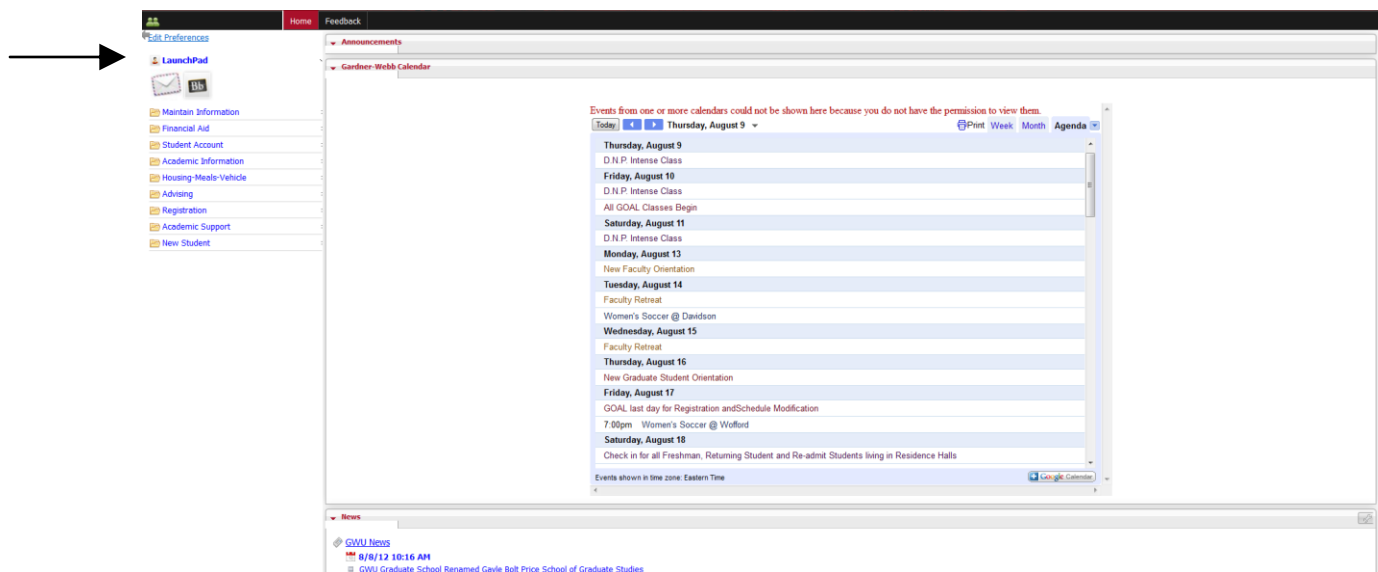


5. You will now see two areas of navigation within WebbConnect. The left side is called the QuickLaunch Navigation area and the black bar is the top menu navigation area.
6. You will also see the Announcements Portlet, Gardner-Webb University Main Calendar Portlet, and an RSS News Feed Portlet for Gardner-Webb News.

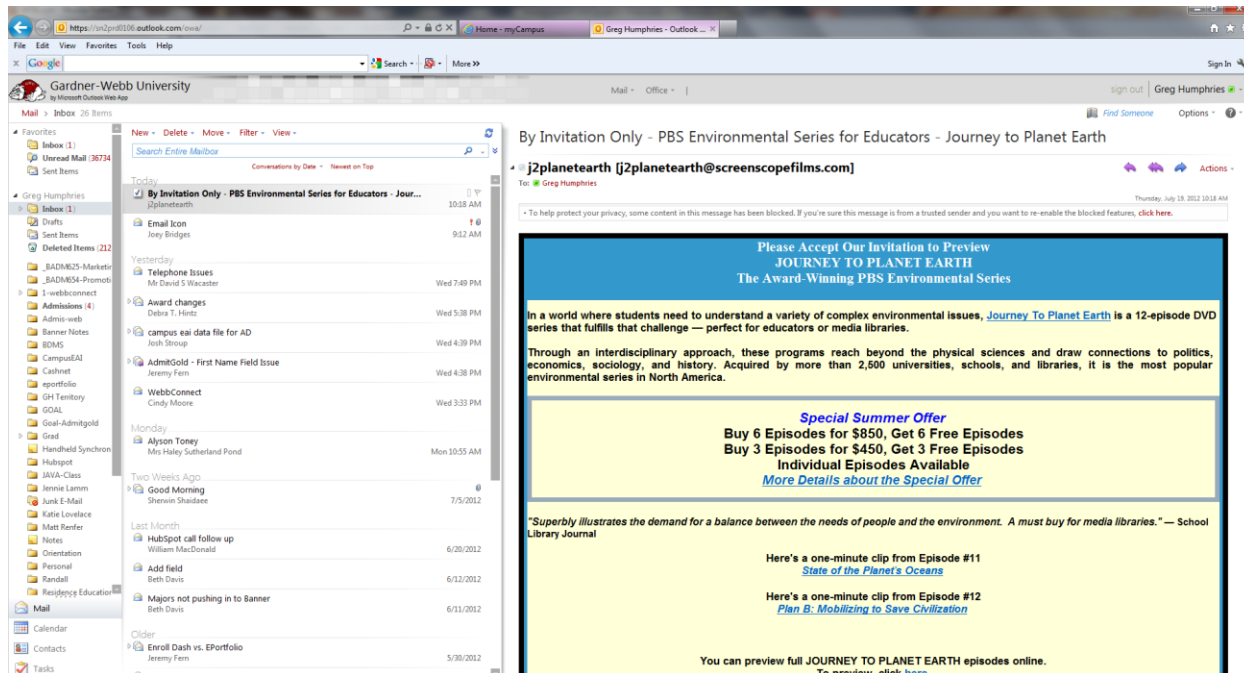
# WebbConnect User Guide for Students

## How to get to Gardner-Webb email in WebbConnect:

1. On the QuickLaunch navigation to the left click on the LaunchPad .



2. Click on the mail icon for GWU Email. (this will open your outlook email in another tab or window)

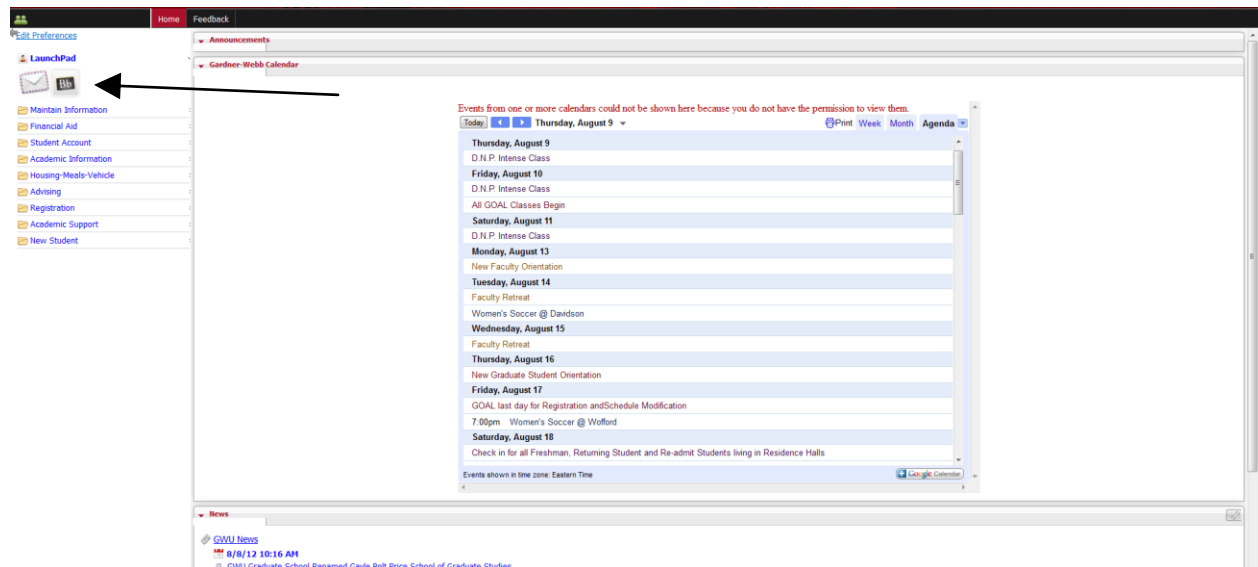


3. You will now be able to switch between tabs or windows to get to WebbConnect and GWU email.
4. Click sign out and then click the X on the tab or window for your email to close GWU email.

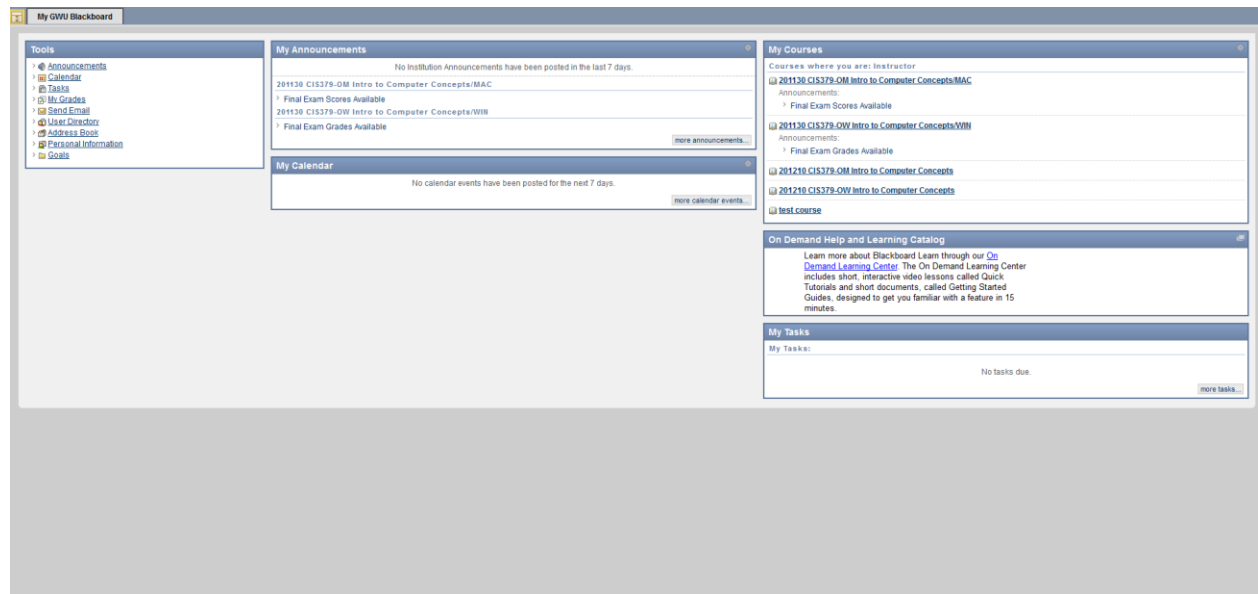
# WebbConnect User Guide for Students

## How to get to BlackBoard in WebbConnect:

1. On the QuickLaunch navigation to the left click on the LaunchPad .



2. Click on the BlackBoard icon (Bb). (this will open your BlackBoard in another tab or window)

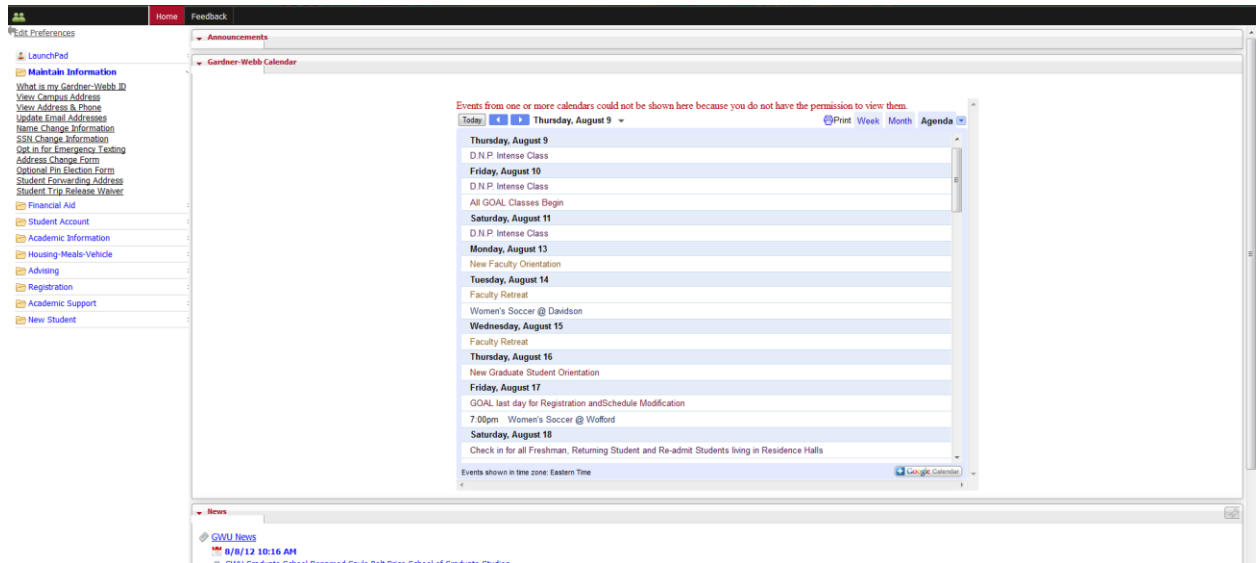


3. You will now be able to switch between tabs or windows to get to WebbConnect and BlackBoard.
4. Click Logout and then click the X on the tab or window for your email to close BlackBoard.

# WebbConnect User Guide for Students

## How to use the left side QuickLaunch Navigation:

1. The left side QuickLaunch navigation is configured within folders that contain links to banner services.
2. From the WebbConnect home page click on a folder in the left side QuickLaunch to expand the folder and see the links.



3. Now click on the desired link and you will see the banner function displayed in the window on the right side replacing the Announcements, Calendar, and News portlets.



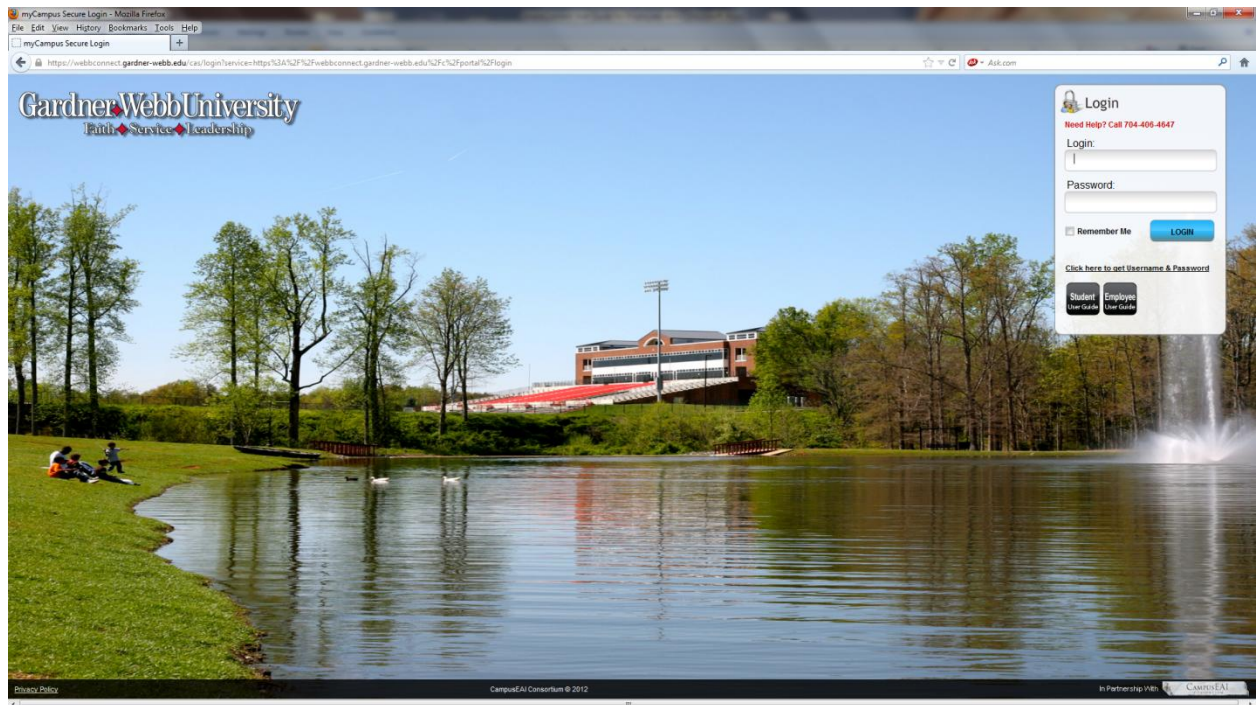
4. Click the Home tab on the top menu navigation to return to the WebbConnect home page or click another folder and link. You can find a listing of the links in alphabetical order below with their QuickLaunch folder on the right side.



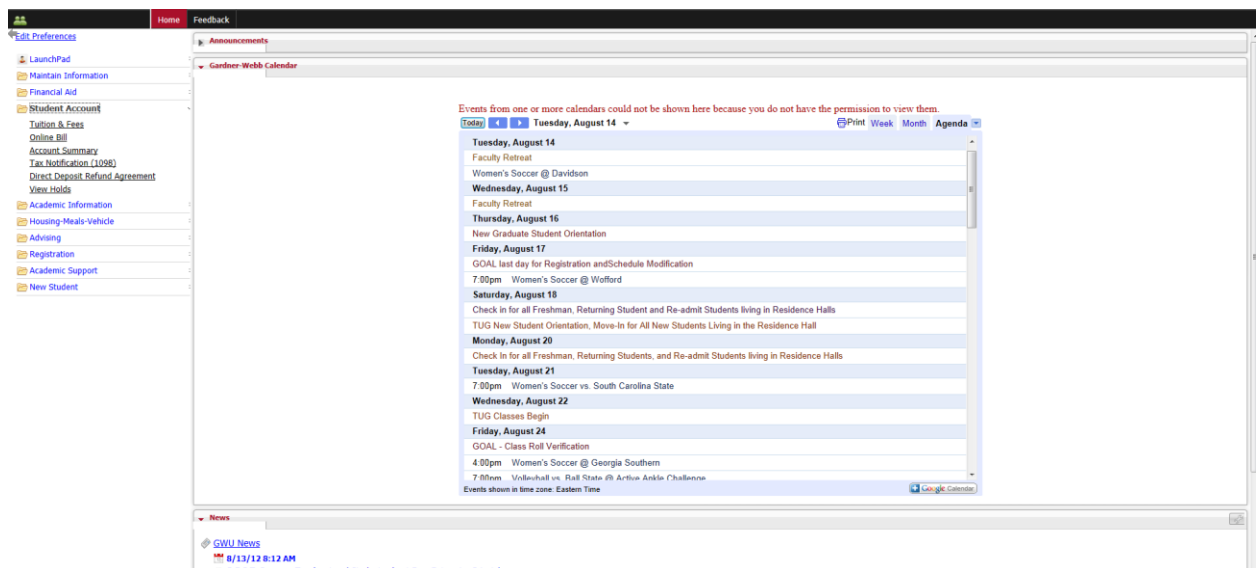
# WebbConnect User Guide for Students

## Payment Plan Information:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://www.gardner-webb.edu)
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.



4. On the QuickLaunch Navigation to the left click on Student Account.



5. Click on the link Online Bill.

# WebbConnect User Guide for Students

**Gardner-Webb Online Billing**

Term: Fall 2012

Welcome to the online billing statement. Included with the billing statement is other information necessary to make your financial arrangements for the Fall 2012 semester. Your tuition charges are based on the student schedule that is shown on your statement. Please check this schedule carefully to verify that it accurately reflects your intended class enrollment. If not, please go online and make the necessary adjustments or contact your advisor as soon as possible to request the changes.

The Summary Section of your bill reflects your amount due for the Fall 2012 semester, including any balance forward from previous semesters. Payments and anticipated financial aid for the Fall 2012 semester are shown on the bill and have been considered in calculating the amount due. If you have applied for financial assistance and aid is not reflected on your statement or you feel your award is not complete, please click on the Financial Aid folder. If after reviewing this online information you have additional questions, please contact the Financial Planning Office at 704-406-4243.

You may pay the amount due online, by mail, or in person. **The balance due on your account must be satisfied by the due date, in order to avoid any late payment penalties.**

- Students who make the required payment or satisfactory financial arrangements with the Business Office after August 31, 2012 will be assessed a late payment penalty of \$50.
- Students who fail to make satisfactory financial arrangements by September 07, 2012, will be assessed an additional penalty of \$100, along with interest charges at the monthly rate of 1.50% on the past due balance. In addition, students will forfeit any deferred payment options, and the outstanding balance will be due in full.

Please note that acceptance of any terms online or any electronic signatures given are legal and binding by law.

If you have any questions about your account, please contact the Business Office at (704) 406-4287.

I authorize Gardner-Webb University to apply all of my financial aid awards (including scholarships and loans) toward the payment of my tuition and fees (student activity fee, and communication fees). I also authorize Gardner-Webb University to apply my financial aid awards to any other institutional charges including, but not limited to, bookstore charges, insurance fee (if applicable), graduation fees, music fees, lessons, lab fees, nursing fees, dorm damage fees, online technology fees, parking permit fee, etc. that I might owe to Gardner-Webb University. I understand that Gardner-Webb University will use this authorization for all future enrollment periods. I understand that I may rescind this authorization upon written notification to the Business Office. I also understand that any excess of funds due to me from the University will be processed according to the University's refund policy.

By selecting the ACCEPT button below, I understand I am giving this authorization and this is my electronic signature of acceptance to these terms. If I choose the REJECT button below, I understand that all charges to my account are due and payable immediately upon being posted.

6. Select the appropriate term and click the Accept and Go To Online Bill button. Scroll to the bottom of the Online Bill.

**Term Totals**

Term Totals	Amount
Balance Forward:	\$ .00
Current Term Charges:	\$16,994.00
Current Term Credits:	\$15,463.00
<b>AMOUNT DUE August 28, 2012:</b>	<b>\$1,531.00</b>
Future Balance:	\$ .00

If the anticipated Financial Aid gives your account a credit, this credit can be used at the Campus Shop to purchase books. Go to the Campus Shop and show your ID and the books will be charged to your account. As a disclaimer, you would be responsible for any balance due resulting from changes in your status, additional charges, or any error in these assumptions. Likewise, you would be eligible for an additional refund should changes or errors result in any additional credit balance.

The Charges section of the bill reflects your Fall 2012 charges which include tuition room, board, communications fee and a residence hall damage deposit. Tuition charges are based on the registration schedule that is shown above. Any additional charges you may incur that are not included on this bill will be billed to you at a later date.

Please review the charges and financial aid sections of your statement carefully. If you have questions concerning the charges listed on this bill, please contact the Business Office at 704-406-4287. If you have applied for financial assistance and aid is not reflected on your statement or you feel your award is not complete, please visit the [Financial Aid Online Portal](#). If after reviewing this online information you have additional questions, please contact the Financial Aid Office at 704-406-4243. If changes need to be made to your charges or credit, please do not proceed with payment arrangements until these changes have been made. Any necessary changes affecting the amount due should be made as soon as possible in order for financial arrangements to be completed by the due date.

Please print this page or make note of the amount due.

We accept VISA, MASTERCARD and DISCOVER

[Privacy Policy](#)

7. Click on Use a Payment Plan button.



# WebbConnect User Guide for Students

Student Account

Tuition & Fees

Online Bill

Account Summary

Tax Notification (1098)

Direct Deposit Refund Agreement

View Holds

Academic Information

Housing-Meals-Vehicle

Advising

Registration

Academic Support

New Student

Tuition and fees are payable in full at registration; however, the University makes available a deferred payment plan to students who prefer to pay their semester's costs in payments rather than in a lump sum at registration. **This Plan allows you to pay the Balance Due over a four (4) month period.** The plan works as follows:

1. Read, sign and return the Application Agreement below along with your first payment to the Business Office by August 28, 2012.
2. The plan requires a \$17.00 application fee to be paid with the initial payment.
3. The deferred payments include a nonrefundable service fee of 2%.
4. You will receive notice from the Business Office approximately 10 days before the next due date; however, should you fail to receive a notice, payments will still be due by the dates listed.
5. Should you fail to make a payment by the due date for your deferred payment, a Late Payment Fee of \$5.00 will be assessed to your account and interest will begin accruing at a monthly rate of 1.8% on the past due balance. Interest charges and late fees will be applied on the last day of each month. All unpaid amounts will be included into the unpaid balance for subsequent interest calculations.
6. The Business Office reserves the right to accept or reject any request.

Total Amount Due (From Billing Statement)	\$1,531.00
Initial 1/4 Payment Due	\$382.75
Deferred Payment Plan Application Fee	\$15.00
<b>Amount Due August 28, 2012 (1/4 + Application Fee)</b>	<b>\$397.75</b>
Deferred Amount	\$1,148.25
Deferred Payment Service Fee: 2% of Deferred Amount	\$22.97
Total Deferred Payment Plan	\$1,171.22
Amount Due September 26, 2012	\$390.41
Amount Due October 26, 2012	\$390.41
Amount Due November 26, 2012	\$390.40

By Pressing the Accept Button below you consider this your application for the deferred payment plan and agree to the following statements:  
I understand that the Total Deferred Plan amount of \$1,171.22, which includes a 2% deferred payment charge, will be paid as scheduled above. I understand that I will be responsible for any balance resulting from additional expenses not financed under this plan or from adjustments to the charges used in establishing this plan. I further understand that failure to make payments when due will void this agreement and will result in the interest and late fee penalties outlined above.

Accept and Make Payment Using a Credit Card

Accept and Mail First Payment of: \$397.75

Return to Student Bill Without Submitting Payment Plan

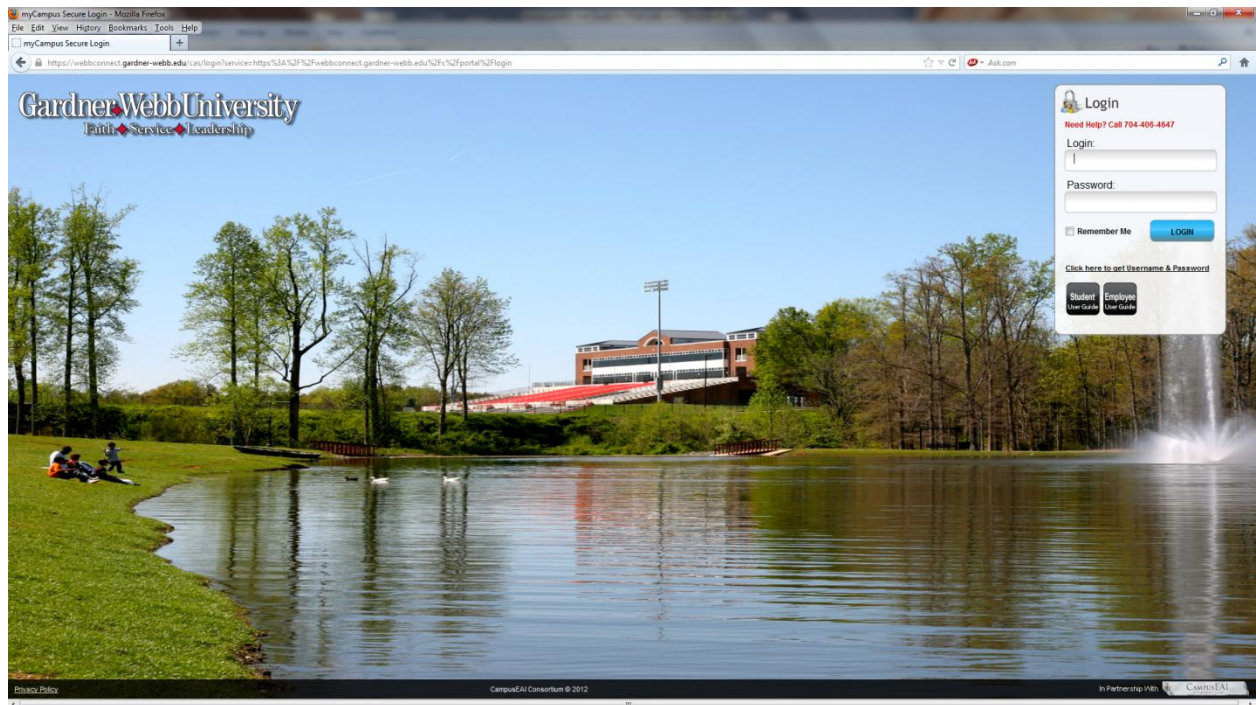
Print this page

8. You should now see a list of payment options.
9. Use the buttons at the bottom to make your desired selection.

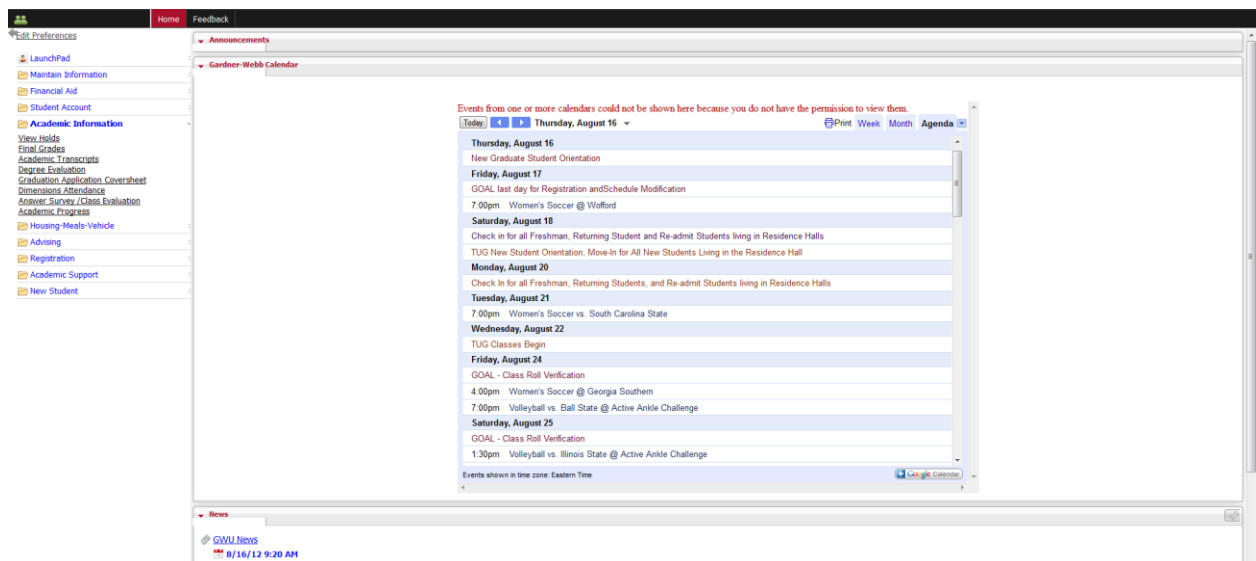
# WebbConnect User Guide for Students

## How to Check your Dimensions:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://www.gardner-webb.edu)
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.



4. On the QuickLaunch Navigation to the left click on Academic Information.

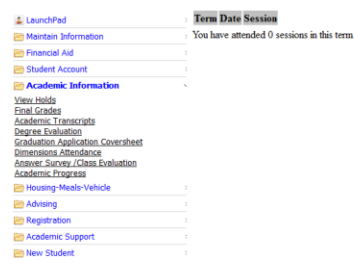


5. Click on the link Dimensions Attendance.

# WebbConnect User Guide for Students



6. Select the appropriate term and click Submit button.

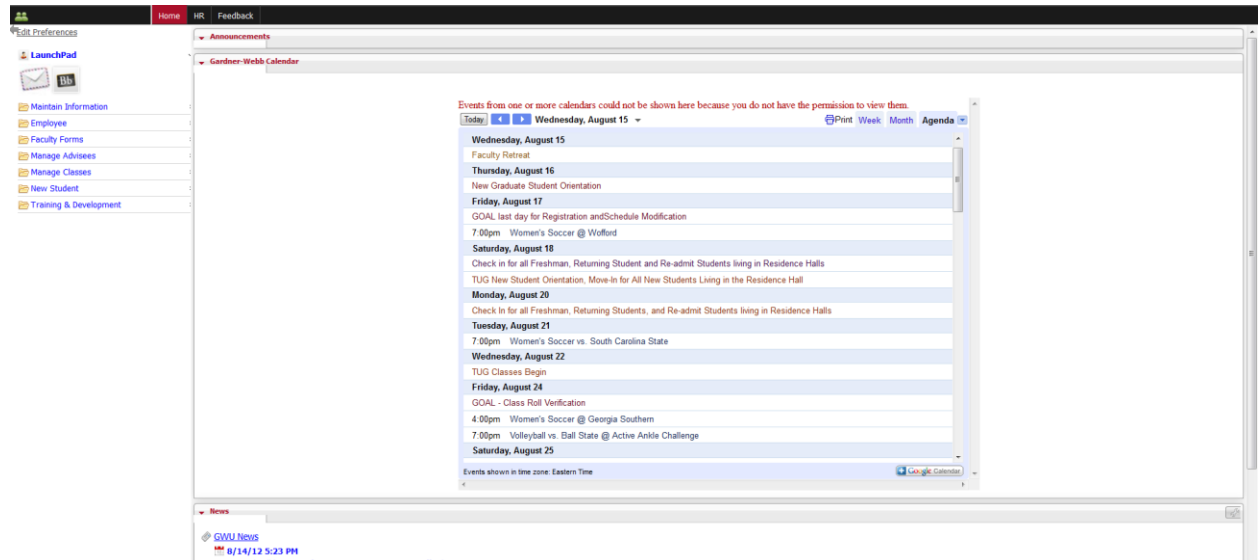


7. You will see in the window on the right the details of your Dimensions Attendance.

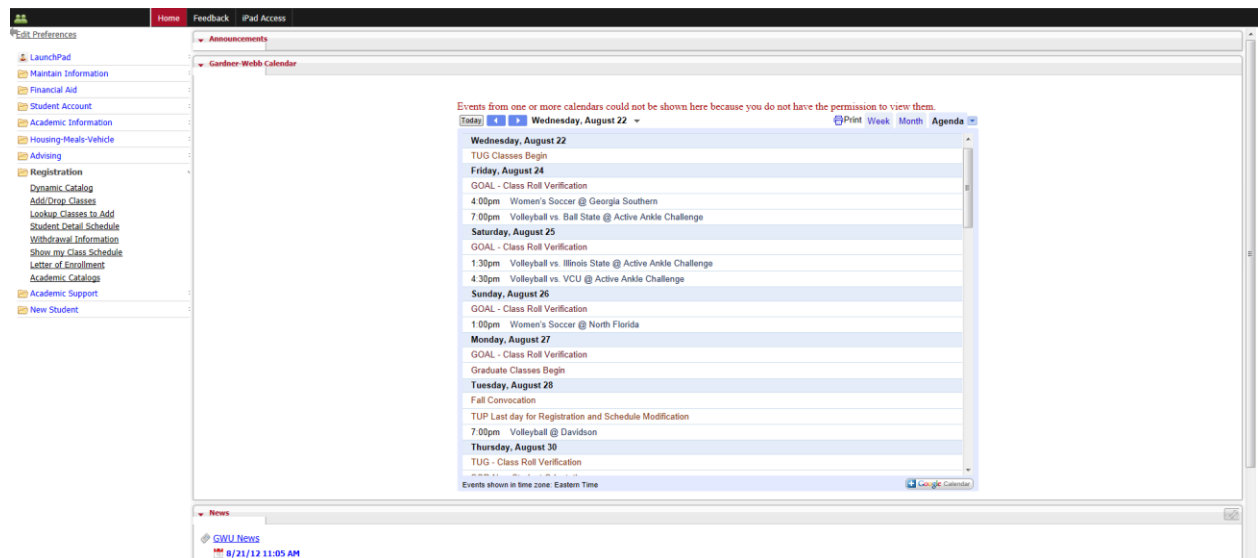
# WebbConnect User Guide for Students

## How to access the Academic Catalogs:

1. On the QuickLaunch Navigation to the left click on Registration.



1. Click on the link Academic Catalogs



2. This link opens in a new window or tab and shows the Academic Catalogs page from the Office of the Registrar.

# WebbConnect User Guide for Students



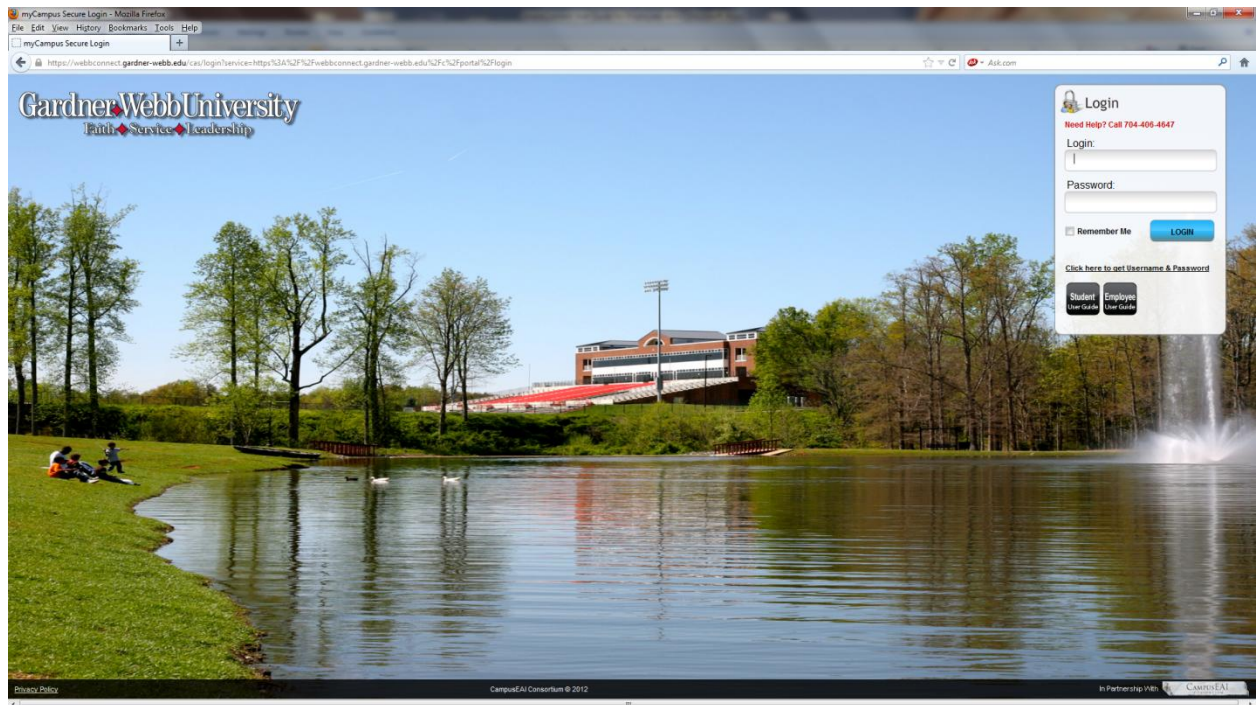
3. You will now see the listing of links for each of the Academic Catalogs.



# WebbConnect User Guide for Students

## How to Add/Drop Classes:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://www.gardner-webb.edu)
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.



4. On the QuickLaunch Navigation to the left click on Registration.



5. Click on the link Add/Drop Classes.

# WebbConnect User Guide for Students

The screenshot shows the WebbConnect Student interface. On the left is a navigation menu with links like LaunchPad, Maintain Information, Financial Aid, Student Account, Academic Information, Housing-Meals-Vehicle, Advising, Registration, Dynamic Catalog, Add/Drop Classes, Lookup Classes to Add, Student Detail Schedule, Show my Class Schedule, Letter of Enrollment, Academic Support, and New Student. The main header includes 'Home' and 'Feedback' buttons, and a 'SUNGARD HIGHER EDUCATION' logo. The 'Personal Information' and 'Student and Financial Aid' tabs are visible. The 'Select Term' section has a search bar, a 'Go' button, and a 'Select a Term' dropdown menu set to 'Fall 2012'. A 'Submit' button is at the bottom. A 'RELEASE: 8.1' footer is present.

6. Select the appropriate term and click Submit button.

The screenshot shows the WebbConnect Student interface at the 'Registration PIN Verification' screen. The navigation menu and header are the same as in the previous screenshot. The 'Registration PIN Verification' section has a message: 'Please enter your Registration Personal Identification Number (PIN) (Alternate PIN) for verification, then click Submit. Your Registration PIN (Alternate PIN) is different from your Login PIN and must be obtained from your advisor.' Below this is an 'Alternate PIN' input field and a 'Submit' button. A 'RELEASE: 8.1' footer is present.

7. Enter your Registration PIN and click Submit button.

# WebbConnect User Guide for Students

HomeFeedback

Edit Preferences

LaunchPad

Maintain Information

Financial Aid

Student Account

Academic Information

Housing-Meals-Vehicle

Advising

Registration

Dynamic Catalog

Add/Drop Classes

Lookup Classes to Add

Student Detail Schedule

Show my Class Schedule

Letter of Enrollment

Academic Support

Search

Go

RETURN TO MENU

Add/Drop Classes:

\*\*Click here for Add/Drop and Withdraw deadlines\*\*

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added to the table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class has been dropped.

**\*\*If the class for which you are registering is for variable credit, make sure you have selected the correct number of credit hours you need. To change the number of credit hours, click on the number of credit hours and change it to the desired change to the course, click submit changes.\*\***

When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Aug 06, 2012	None	10710	MELS	601	TK	Graduate	6.000	Standard	Letter	Exec Leadership in 21st Cent
**Registered** on Aug 06, 2012	None	11397	MELS	697	TK	Graduate	2.000	Pass/Fail		Exec Leader Internship

Total Credit Hours: 8.000  
Billing Hours: 8.000  
Minimum Hours: 0.000  
Maximum Hours: 9.000  
Date: Aug 09, 2012 10:42 am

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

[ View Holds ]

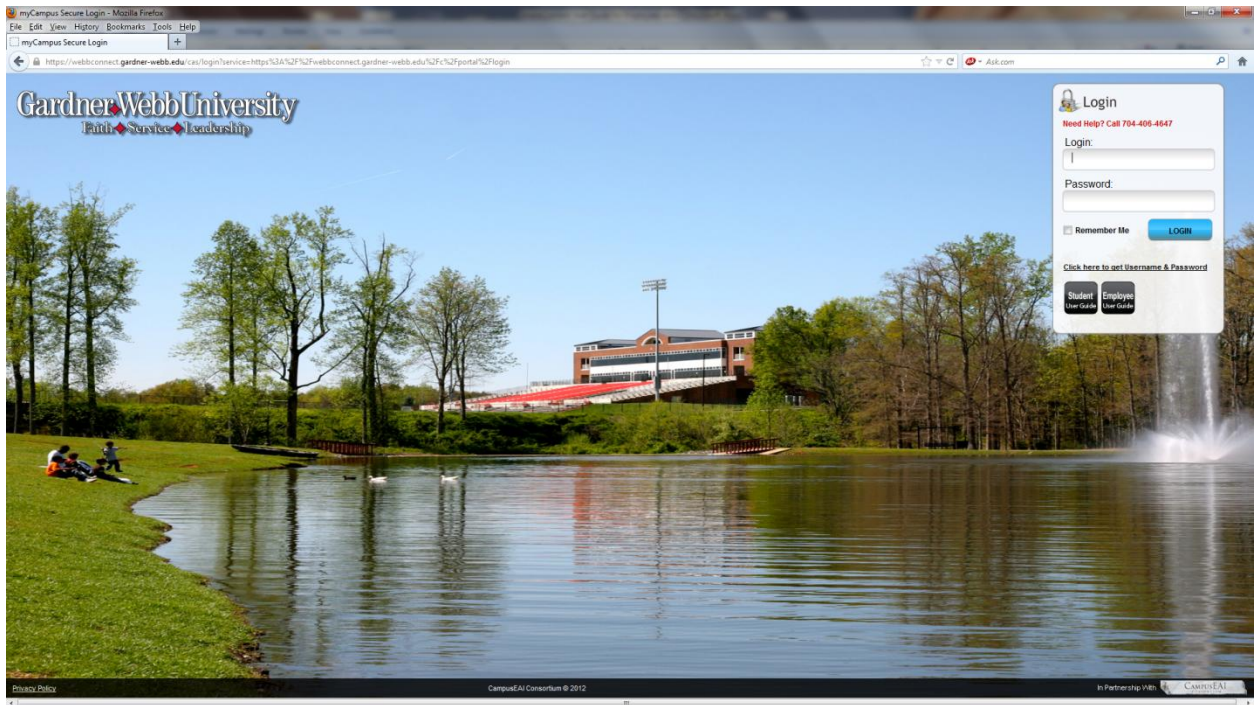
- You should now see your current Class list.
- Click the dropdown under the Action column beside the class to Drop via Web.
- Click in the CRN field under Add Classes Worksheet and click Submit Changes to add a class.

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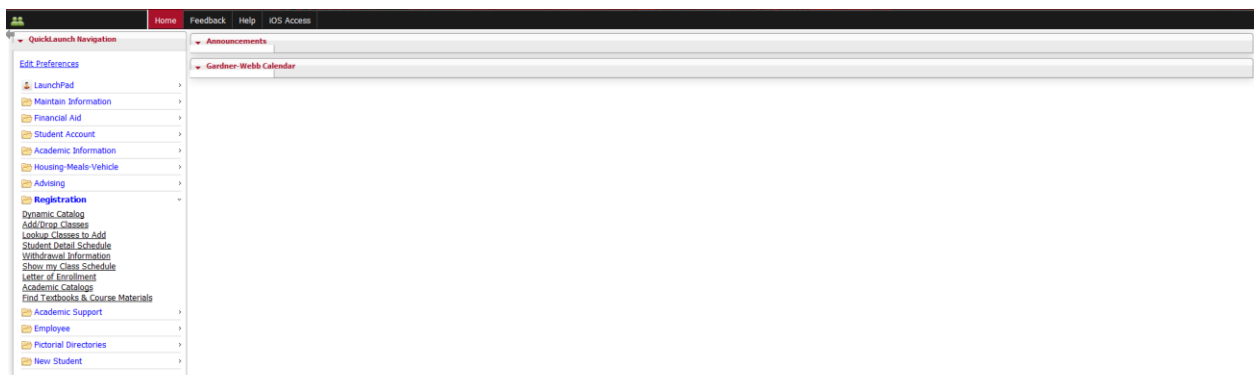
# WebbConnect User Guide for Students

## How to Find Textbooks & Course Materials:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://www.gardner-webb.edu)
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.



4. On the QuickLaunch Navigation to the left click on Registration.



5. Click on the link Find Textbooks & Course Materials – this will open in a new window.

# WebbConnect User Guide for Students

- Click on Student Detail Schedule to see the registered courses and use this information to complete question on the Find Textbooks & Course Materials webpage.

**QuickLaunch Navigation**

- [Edit Preferences](#)
- [LaunchPad](#)
- [Maintain Information](#)
- [Financial Aid](#)
- [Student Account](#)
- [Academic Information](#)
- [Housing-Meals-Vehicle](#)
- [Advising](#)
- [Registration](#)
- [Dynamic Catalog](#)
- [Add/Drop Classes](#)
- [Lookup Classes to Add](#)
- [Student Detail Schedule](#)
- [Withdrawal Information](#)
- [Show my Class Schedule](#)
- [Letter of Enrollment](#)
- [Academic Catalogs](#)
- [Find Textbooks & Course Materials](#)
- [Academic Support](#)
- [Employee](#)
- [Pictorial Directories](#)
- [New Student](#)

**SUNGARD HIGHER EDUCATION**

**Personal Information Student and Financial Aid**

Search

**Student Detail Schedule:**

Total Credit Hours: 17.500

**Dimensions - DIMS 112 - J**

**Associated Term:** Spring 2013  
**CRN:** 21171  
**Status:** \*\*Registered\*\* on Dec 18, 2012  
**Assigned Instructor:**  
**Grade Mode:** Dimensions  
**Credits:** 0.500  
**Level:** Undergraduate  
**Campus:** Gardner-Webb Campus

**Scheduled Meeting Times**

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 9:25 am - 10:15 am T	Lutz Yelton Convocation Center	AUD Jan 09, 2013 - May 09, 2013	Online or Traditional Class 1	TBA

**Fine Arts Integrtn 21st Centry - EDUC 311 - P**


**Associated Term:** Spring 2013  
**CRN:** 21212  
**Status:** \*\*Web Registered\*\* on Nov 05, 2012  
**Assigned Instructor:** Lori L. Deal-Flynn


**Grade Mode:** Standard Letter  
**Credits:** 3.000  
**Level:** Undergraduate  
**Campus:** Gardner-Webb Campus

- Click Go on the newly opened webpage.




# WebbConnect User Guide for Students

 <https://www.bkstr.com/CategoryDisplay/10001-10001-12953-1?demoKey=d>



Hello, [Sign In](#)

[Store Information](#) · [Visit Gardner-Webb University](#)

 [Shopping Cart \(0\)](#)

[My Account](#) · [Order Status](#) · [Help/FAQ](#)

Advanced Product Search

BooksApparelAccessoriesCollectionsTechnology

Shop By Category

**Books**

Textbooks & Course Materials

**Accessories**

School Accessories  
Auto Accessories  
Backpacks & Bags  
Blankets  
Office & Travel  
Drinkware  
Golf  
Holiday  
Home Décor  
Novelties  
Tailgate & Spirit Shop  
Kids & Baby  
University Media

**Apparel**

Hats  
Kids  
Outerwear  
Poles  
Sweatshirts  
T-Shirts & Tanks

**Collections**


Gift Cards  
Alumni  
Sale

**Books**


Whatever kind of book you're looking for you can find it here. Click on a link below to find the book you need.

**Textbooks & Course Materials**


All you need to know are what classes you'll be taking, and we'll tell you the books you need. It's that easy!  
[>> Go](#)



**Featured Products**



**Gardner-Webb  
Sweatshirt**  
\$35.95




**Basketball Hat**  
\$13.95

8. Answer the questions using the information showing for Student Detail Schedule on the tab or window with WebbConnect.


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Hello, [Sign In](#)

[Store Information](#) · [Visit Gardner-Webb University](#)

 [Shopping Cart \(0\)](#)

[My Account](#) · [Order Status](#) · [Help/FAQ](#)

Advanced Product Search

Books

Apparel

Accessories

Collections

Technology

**Textbooks > Select by Course**

Shop By Category

**Books**

Textbooks & Course Materials

**Accessories**

School Accessories  
Auto Accessories  
Backpacks & Bags  
Blankets  
Office & Travel  
Drinkware  
Golf  
Holiday  
Home Décor  
Novelties  
Tailgate & Spirit Shop  
Kids & Baby  
University Media

**Apparel**

Hats  
Kids  
Outerwear  
Polo  
Sweatshirts  
T-Shirts & Tanks

**Collections**

Gift Cards  
Alumni  
Sale

**Select Your Program**

Undergraduate - Main Campus

**Select Your Term**

Spring 2013

**Select Your Department**

EDUC1


**Select Your Course**

311


**Select Your Section**

P

**Featured Products**



**Gardner-Webb  
Sweatshirt**  
\$35.95




**Basketball Hat**  
\$13.95

- Click the Submit button.


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# WebbConnect User Guide for Students



Hello, [Sign In](#)

[Store Information](#) · [Visit Gardner-Webb University](#)

 **Shopping Cart (0)**

[My Account](#) · [Order Status](#) · [Help/FAQ](#)

Search

Advanced Product Search

Books

Apparel

Accessories

Collections

Technology

Shop By Category

**Books**

Textbooks & Course Materials

[Home](#) > [Textbooks & Course Materials](#) > Undergraduate - Main Campus : Spring 2013 : EDUC1 : 311 : P

Course Material(s)

EDUC1: 311: P

[1 Required Material\(s\)](#)

Course note for EDUC1 311:

N/A

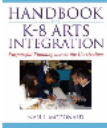
Section note for P:

N/A

Required Material(s)

☒ Select All - Automatically selects lowest price(s).

☒




HANDBOOK FOR K-8 ARTS INTEGRATION (P)

Author: MCDONALD  
Edition: N/A  
ISBN: 9780136138136

☒ Buy New

\$62.17

[Available to rent. Click for details](#)

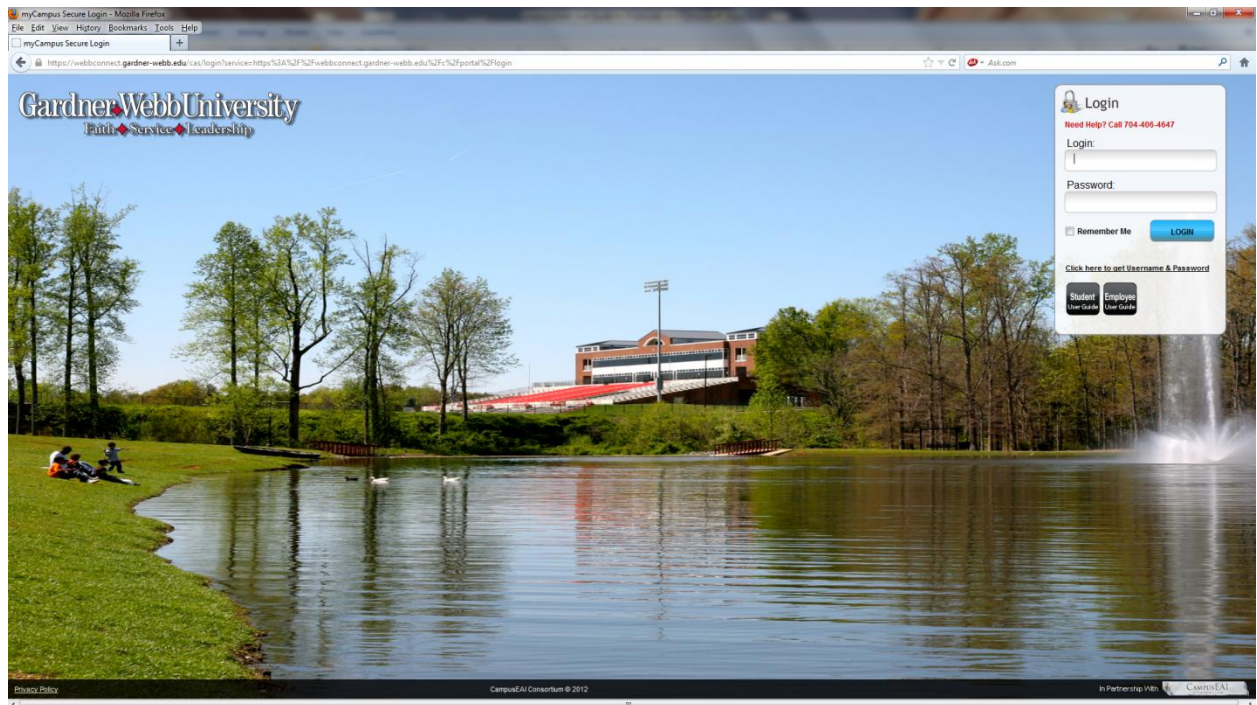
 ADD TO CART

10. The system should now be showing your Textbooks & Course Materials for the course you selected.

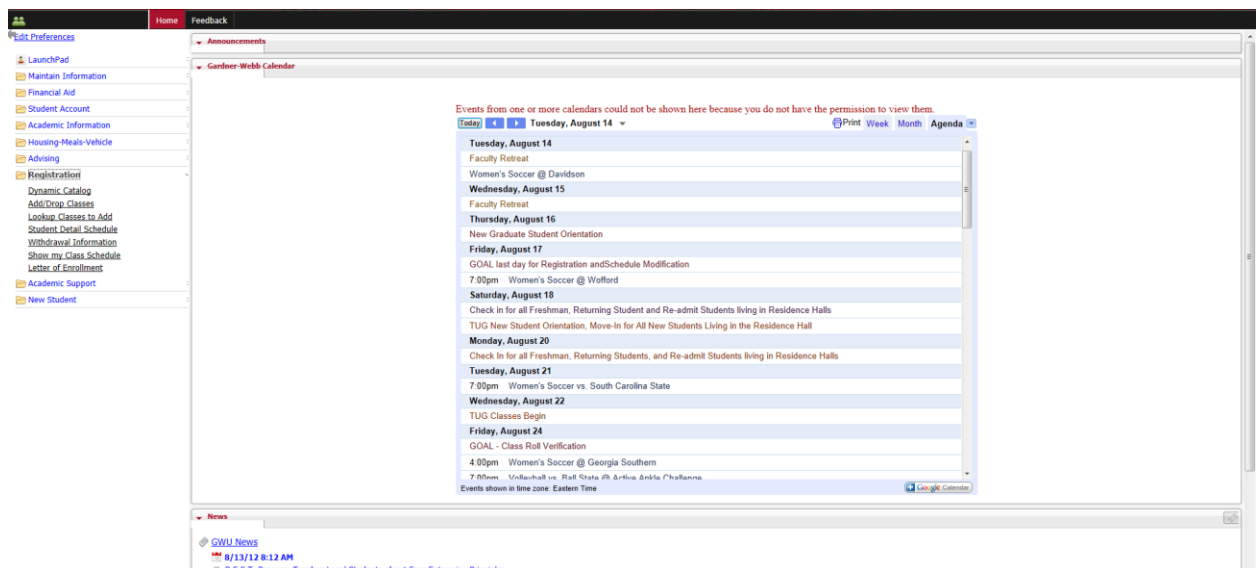
# WebbConnect User Guide for Students

## How to Withdraw:

1. Go to the Gardner-Webb home page: [www.gardner-webb.edu](http://www.gardner-webb.edu)
2. Click on WebbConnect in the upper right-hand corner.
3. On the right Login box, enter your GWU username and password. Click Login.



4. On the QuickLaunch Navigation to the left click on Registration.



5. Click on the link Withdrawal Information.

# WebbConnect User Guide for Students



6. The Office of the Registrar Withdraws page will open in a new tab or window.



# WebbConnect User Guide for Students

## Where is it?????????

Links to click:	In this folder on QuickLaunch
Academic Transcripts	Academic Information
Account Summary	Student Account
Add/Drop Classes	Registration
Address Change Form	Maintain Information
Answer Survey /Class Evaluation	Academic Information
Degree Evaluation	Academic Information
Dimensions Attendance	Academic Information
Direct Deposit Refund Agreement	Student Account
Dynamic Catalog	Registration
E-Award	Financial Aid
Eligibility & Requirements	Financial Aid
Email Financial Planning	Financial Aid
Final Grades	Academic Information
Find Textbooks & Course Materials	Registration
Graduation Application Coversheet	Academic Information
Letter of Enrollment	Registration
Lookup Classes to Add	Registration
Major Declaration by Student	Advising
Meal Plan View/Change	Housing Meals Vehicle
Name Change Information	Maintain Information
Online Bill	Student Account
Online Housing/Commuting Application and Deposit	Housing Meals Vehicle
Opt in for Emergency Texting	Maintain Information
Optional Pin Election Form	Maintain Information
Peer Tutoring Appointment Scheduler	Academic Support
Register a Vehicle	Housing Meals Vehicle
Residence Life Check-in	Housing Meals Vehicle
Show my Advisor	Advising
Show my Class Schedule	Registration
SSN Change Information	Maintain Information
Student Detail Schedule	Registration
Student Forwarding Address	Maintain Information

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Tax Notification (1098)	\$tudent Account
Tuition & Fees	\$tudent Account
Update Email Addresses	Maintain Information
View Address & Phone	Maintain Information
View Campus Address	Maintain Information
View Holds	Student Account
View Holds	Academic Information
View my Housing Assignment	Housing Meals Vehicle
What is my Gardner-Webb ID	Maintain Information
Writing Center Appointment Scheduler	Academic Support

## **Maintain Information**

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## **Housing-Meals-Vehicle**

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