



Contents

Registration.....	2
Search and Register for Sections.....	2
Step 1: Log into myGSU Portal.....	2
Step 2: Online Services.....	2
Step 3: Registration Menu.....	2
Step 4: Search & Register for Sections.....	3
Step 5: Important Information Screen.....	4
Step 6: Hold Screen.....	5
Step 7: Registration Screen.....	6
Step 8: Section Selection.....	7
Step 9: Finalize Registration.....	8
Possible ERROR Messages.....	9
Step 10: Registration Results.....	9

Search and Register for Sections

Student Online Services



Registration

Search and Register for Sections

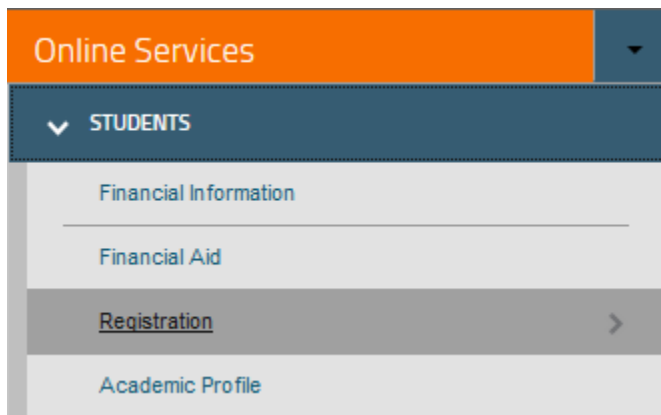
The Search and Register for Sections form allows you to search for sections and then register for the sections you choose.

Step 1: Log into myGSU Portal

Go to your [myGSU Portal homepage](#). Log in to the portal using your GSU username and password.

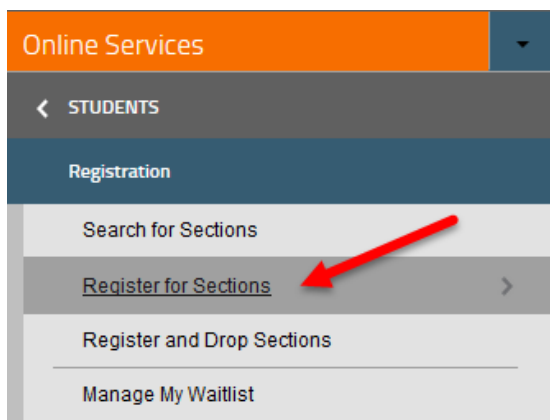
Step 2: Online Services

Go to **Online Services**. Choose **STUDENTS**. Then choose **Registration**.



Step 3: Registration Menu

Choose **REGISTRATION**, then **REGISTER FOR SECTIONS**.



Step 4: Search & Register for Sections

REGISTER for SECTIONS will open.

Choose **SEARCH AND REGISTER FOR SECTIONS**.

Register for Sections

IMPORTANT: All new registrations and drop will be finalized when you click submit. You will be provided with a receipt of your actions to your GSU account. As a best practice, check your class schedule (online services -> academic profile -> my class schedule) to ensure the changes to your registration were processed correctly.

Students cannot register, add, drop or withdraw while there is a hold on their student account/record. If you are unsure if you have a hold on your account, log into myGSU and any holds that will stop registration (including adding and dropping a class) will be displayed under 'my notifications.'

Payment Deadlines

For 2017 fall new registrations up until July 15, the payment due date is July 15, 2017. Payment for registrations after July 15 are due upon registration

For 2017 summer new registrations, the payment due date is April 15, 2017. For summer registration after April 15 - May 1, the payment deadline is May 1, 2017. Payment for registrations after May 1 are due upon registration

For 2017 Spring semester new registrations, payment is due upon registration.

For 2017 summer new registrations, the payment due date is May 1, 2017

I understand and agree that I am responsible for the payment of tuition and fees. I understand that non-payment of tuition and fees is not an acceptable method to notify GSU of intent to drop classes. If I do not plan on attending classes, I am responsible for dropping my classes by the refund date. Account balances not paid by the designated due date may be disclosed to the credit reporting organizations, assessed collections fees based on a percentage at a maximum of 39% of the debt, and all costs and expenses, including reasonable attorney's fees that we may incur in such collection efforts. I authorize Governors State University and their respective agents and contractors to contact me regarding matters that involve myself and the university at the current or any future telephone number that I provide for my home telephone, my cellular telephone or other wireless device using automated dialing equipment of artificial or prerecorded voice or text messages.

I cannot take registration action to register (add, drop or withdraw) if there is a HOLD on my student account. I must resolve registration holds in advance of deadlines.

By registering for classes, I accept the terms stated above.

For questions regarding tuition payments, please contact the Cashier's Office at 708.534.4055. For questions regarding Financial Aid, please contact 708.534.4480.

For more information or assistance selecting your classes, contact your academic advisor.

Review your class schedule for drop/withdrawal deadline dates for each class. Summer dates will be posted mid-April, 2017.

To register/add, click "Search and register for sections." To drop a class, click "Drop sections."

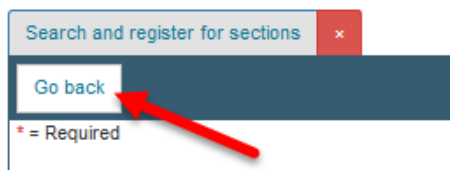
Search and register for sections
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

Drop sections
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

OK

HELPFUL HINT

Always use the **BACK** and **FORWARD** buttons. Do not use the back button on your browser.

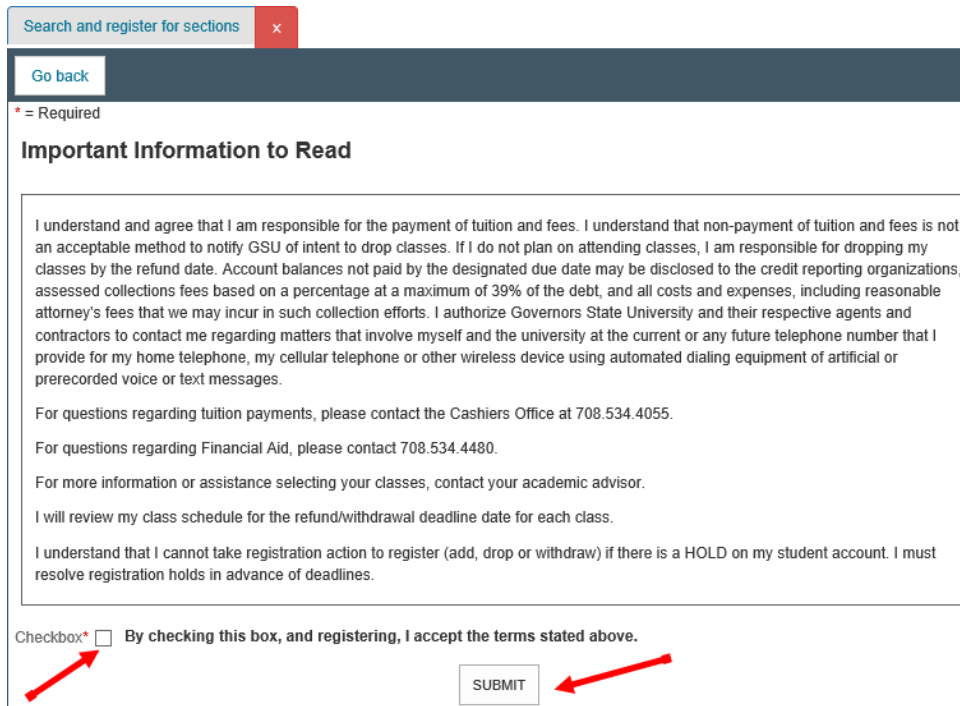


Step 5: Important Information Screen

If there are no holds on your account, you will see the screen below.

If you do not see this page, go to **Step 5**.

Read the important information, check the checkbox, and click on **SUBMIT** to proceed to registration screens in **Step 6**.



Search and register for sections x

[Go back](#)

* = Required

Important Information to Read

I understand and agree that I am responsible for the payment of tuition and fees. I understand that non-payment of tuition and fees is not an acceptable method to notify GSU of intent to drop classes. If I do not plan on attending classes, I am responsible for dropping my classes by the refund date. Account balances not paid by the designated due date may be disclosed to the credit reporting organizations, assessed collections fees based on a percentage at a maximum of 39% of the debt, and all costs and expenses, including reasonable attorney's fees that we may incur in such collection efforts. I authorize Governors State University and their respective agents and contractors to contact me regarding matters that involve myself and the university at the current or any future telephone number that I provide for my home telephone, my cellular telephone or other wireless device using automated dialing equipment of artificial or prerecorded voice or text messages.

For questions regarding tuition payments, please contact the Cashiers Office at 708.534.4055.

For questions regarding Financial Aid, please contact 708.534.4480.

For more information or assistance selecting your classes, contact your academic advisor.

I will review my class schedule for the refund/withdrawal deadline date for each class.

I understand that I cannot take registration action to register (add, drop or withdraw) if there is a HOLD on my student account. I must resolve registration holds in advance of deadlines.

Checkbox* By checking this box, and registering, I accept the terms stated above.

Search and Register for Sections

Student Online Services



Step 6: Hold Screen

If you see the screen below that states "Oops, you cannot register, add or drop a course at this time," you have a HOLD on your account that blocks registration.

Follow the instructions and contact the office that has placed the HOLD on your account.

You will not be able to register, add, or drop a course until you take care of the hold.

Search and register for sections ×

[Go back](#)

* = Required

Oops, you cannot register, add or drop a course at this time.

Here's why...

Student Account Hold

Immunization Records Needed	Please contact the Health Records Information Technician at immunizations@govst.edu
15 Terms of Inactivity	Please contact the Admissions Office at 708-534-4490

Checkbox* By checking this box, I acknowledge that I may not register, add or drop, until I resolve the hold(s).

Search and Register for Sections

Student Online Services



Step 7: Registration Screen

1. Choose the **TERM** from the drop-down menu.
2. Choose a **SUBJECT** from the SUBJECT drop-down menu.
3. Click **SUBMIT** at the bottom of the page.

Search/Register for Sections×

Go back

* = Required

We recommend NO MORE than 2 fields below to be completed

Term (required) * Spring 2016 Semester ▼ 1

Summer 2015 Semester

Fall 2015 Semester

Spring 2016 Semester

Summer 2016 Semester

Subject (suggested)	Course Number	Section
▼ 2	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Alt Certification All	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Accounting	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Alt Cert Elementary Educ	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Alt Cert Math	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Alt Cert Science	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Addictions Studies	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Anthropology and Sociology	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Anthropology	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Art	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Astronomy	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Bilingual-Bicultural Education	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Biology	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Business Law	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Communication Disorders	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Chemistry	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Criminal Justice	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Communication Studies	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Counseling	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Computer Science	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Sections Ending Before ▼

Fri Sat Sunday

Location ▼ Academic Level ▼

Instructor's Last Name

SUBMIT 3

Search and Register for Sections

Student Online Services



Step 8: Section Selection

The **SECTION SELECTION RESULTS** screen shows you all the available sections and detailed information for your chosen subject.

1. Choose the **SECTION(S)** you want to register for by checking the box in the **SELECT** column.
2. Click **SUBMIT** at the bottom of the page.

Section Selection Results ×

[Go back](#)

Co-requisite classes that do not meet your selection criteria may be displayed.

Waitlist are now enabled for most classes, including classes with a status of "closed".

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
1 <input type="checkbox"/>	Spring 2016 Semester	Open	LEAD-9101-01 Research Lit, Data Analysis	Online, telecrse, media-based	12/07/2015-05/08/2016 Online Lecture Days to be Announced, Times to be Announced, Room to be Announced	M. Cummings, L. Danley	25 / 25 / 0	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Spring 2016 Semester	Open	LEAD-9104-01 Str Planning, Collab, Sustain	Online, telecrse, media-based	12/07/2015-05/08/2016 Online Lecture Days to be Announced, Times to be Announced, Room to be Announced	M. Markova, L. Danley	25 / 25 / 0	<input type="text" value="3.00"/>	

[My Schedule](#) **2**

IMPORTANT: Be sure to complete the following step to confirm your registration:

Search and Register for Sections

Student Online Services



Step 9: Finalize Registration

Choose one of the options below to finalize your registration.

- OPTION 1:** From the ACTION menu, choose an action that be applied to ALL SECTIONS in your cart.
- OPTION 2:** Choose an ACTION for each section individually.
- Click **SUBMIT** at the bottom of the page.

You must choose one of the OPTIONS listed above and SUBMIT to complete your registration.

Name Karen K. Stuenkel

Action for ALL Pref. Sections (or choose below)

RG Register
RM Remove from List
WL Waitlist

Preferred Sections

OR

Action for each section

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="button" value="2"/> <input type="button" value="1"/> <input type="button" value="3"/>	Summer 2016 Semester	COMS-3160-01 Advanced Public Speaking	Main Campus	05/16/2016-08/07/2016 Lecture-Discussion Tuesday 12:30PM - 03:20PM, Room to be Announced	P. Santoro	25 / 25 / 0	3.00	
<input type="button" value="2"/> <input type="button" value="1"/> <input type="button" value="3"/>	Summer 2016 Semester	COMS-3160-02 Advanced Public Speaking	Main Campus	05/16/2016-08/07/2016 Tutorial Monday 07:30PM - 10:20PM, Room to be Announced	D. Felix	25 / 25 / 0	3.00	
<input type="button" value="2"/> <input type="button" value="1"/> <input type="button" value="3"/>	Spring 2016 Semester	LEAD-9101-01 Research Lit, Data Analysis	Online, telecrse, media-based	12/07/2015-05/08/2016 Online Lecture Days to be Announced, Times to be Announced, Room to be Announced	M. Cummings, L. Danley	25 / 25 / 0	3.00	

Current Registrations

Drop Term Pass/ Audit Section Name and Title Location Meeting Information Faculty Credits CEUs

You are not currently registered for any sections.

If one of my choices is not available

ALL Allow me to adjust all

SUBMIT

[Manage Waitlist](#) | [My Schedule](#)

Search and Register for Sections

Student Online Services



Possible ERROR Messages

After clicking SUBMIT on the previous screen, you may receive an error message.

If you receive an error message in red at the top of the screen, you may not be eligible for registration.

Choose **REMOVE FROM LIST** from the action drop-down menu and click **SUBMIT** again.

Error messages may appear for a variety of reasons, but the most common reasons are:

1. **Prerequisites** - You have not taken the prerequisite courses for the course you are trying to register.
ENGL-1010-01 – The following required prerequisite for course ENGL-1010 is not started.
ENGL-1000
2. **Corequisites** – You are trying to register for a course without taking or registering for the corequisite course.
BIOL-1501-01 – The following required requisite for course BIOL-1501 is not started. Take BIOL-1500. Courses may be taken concurrently or previously.
3. **Admissions** – You are trying to register in a term other than your recorded start term.
Please contact the Admissions Office at 708-534-4490.
4. **Instructor Permission** – You need the instructor's permission to register for the class.
EDUC-4465-01 – Student requires instructors consent to register in EDUC-4465-01.

IMPORTANT: Take the appropriate action as needed to get the error corrected, such as see your advisor, contact the Registrar's Office, Immunizations Office, etc.

Once you resolve the issue, you can return to register for your chosen section(s).

Step 10: Registration Results

If you do not receive an error message you will proceed to the **REGISTRATION RESULTS** screen.

There are three sections to this screen.

1. The top section shows your processed requests. Note the status column.
2. The middle section indicates the sections finalized or CONFIRMED on your registration.
3. The bottom section shows your waitlisted section(s).

Click **OK** to exit the screen.

Registration Results ×

Note: There are three sections to this screen.

BACK ?

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2015 Semester	Registered for this section		COMS-3160-01 Advanced Public Speaking	Main Campus	05/18/2015-08/09/2015 Lecture -Discussion Tuesday 12:30PM P.		3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2015 Semester		COMS-3160-01 Advanced Public Speaking	Main Campus	05/18/2015-08/09/2015 Lecture- Discussion Tue 03:20PM, R	P.		

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

OK

The top section of this screen shows what request(s) have been processed. Note the STATUS column.

The middle section of this screen shows the section(s) that have finalized on your registration.

The bottom section of this screen shows your waitlisted section(s).

Click OK to exit the screen.

If you have any questions about your registration process, please email the [Registrar's Office](#) or call them at 708.534.4500.