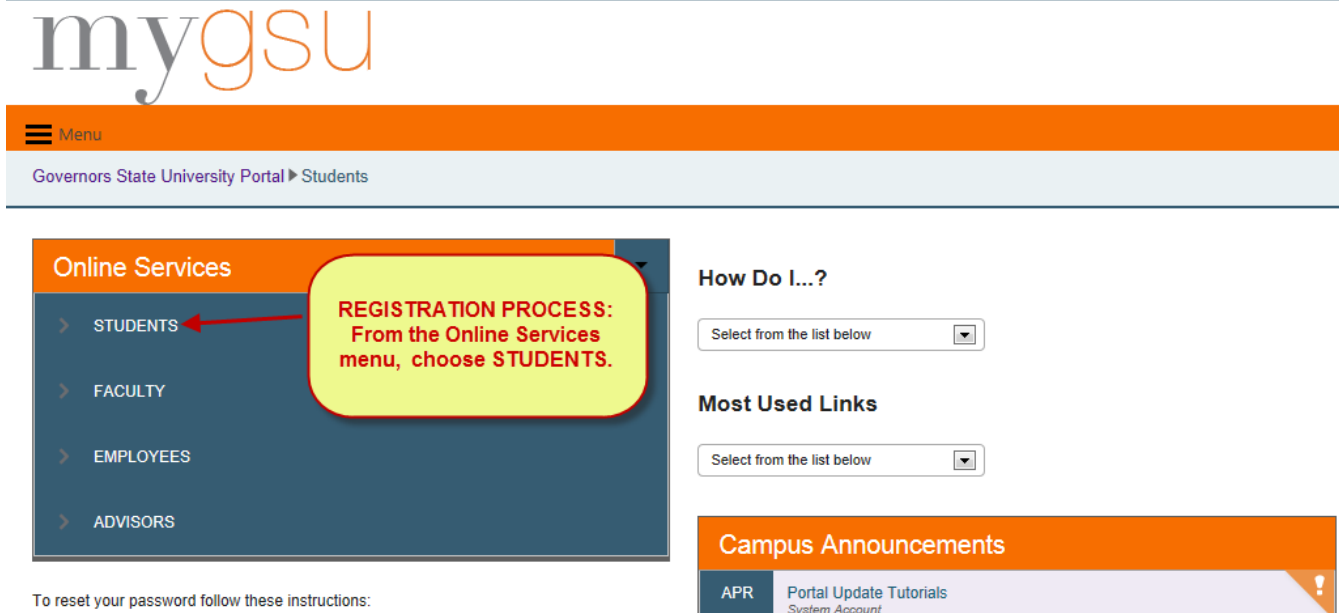


Registration

Search and Register for Sections

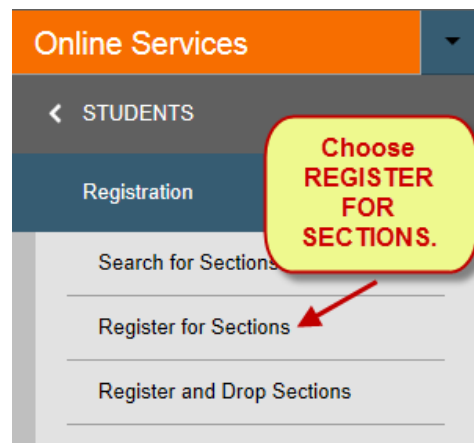
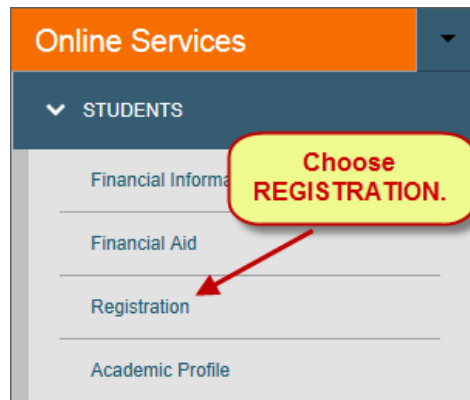
To register for sections, go to your myGSU Portal homepage at <http://mygsu.govst.edu>. Log into the portal using your GSU username and password. Follow the prompts on the screen shots below.

Step 1



To reset your password follow these instructions:

Step 2



Step 3

Register for Sections X

Register for Sections

Attention: Summer 2015 payment deadline for students that register March 23, 2015 through April 16, 2015 is April 17th.

Spring 2015 registration payment is due upon receipt.

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 class

Review your class schedule for refund/withdrawal de

Please choose which type of registration you would like to use:

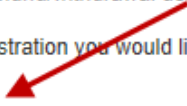
[Search and register for sections](#)

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.)

Choose SEARCH AND REGISTER FOR SECTIONS.



Search/Register for Sections X

BACK FORWARD

* = Required

We recommend NO MORE than 2 fields b

Term (required)* Summer 2015 Semester ▼

Helpful hint:
Always use the BACK and FORWARD buttons, not the back button on your browser.



Step 4

Search/Register for Sections X

BACK FORWARD

* = Required

We recommend NO MORE than 2 fields below to be completed

Term (required)*

Summer 2015 Semester
Fall 2014 Semester
Spring 2015 Semester
Summer 2015 Semester

Choose the TERM from the drop-down menu.

Subject (suggested)	Course Number	Section
Criminal Justice		

Choose a SUBJECT from the drop-down menu.
No additional information is required.

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Level

Instructor's Last Name

Click SUBMIT.

SUBMIT

Step 5

Section Selection Results X

BACK

Co-requisite classes that do not meet your selection criteria are listed below.

Waitlist are now enabled for most classes, including those with a waitlist.

Narrow my search

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Times	Faculty	Available/Capacity/Waitlist	Credits	CEUs
<input type="checkbox"/>	Summer 2015 Semester	Open	CJUS-2200-01 Introduction to Corrections	Main Campus	Monday, Wednesday 12:30PM - 03:20PM, Room to be Announced	G. Truitt	24 / 25 / 0	3.00	

Click **SUBMIT** at the bottom of the page.

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

Choose the section or sections you want to register for by checking the box in the **SELECT** column.

Click **SUBMIT** at the bottom of the page.

Step 6 **IMPORTANT:** Be sure to complete the following step to confirm your registration:

Choose one of the options below to finalize your registration.

Register and Drop Sections X

BACK

IMPORTANT: All new registrations and drops will be finalized when you click the REGISTER button.

Summer 2015 payment deadline for students that register March 23, 2015.

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

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

Name

Action for ALL Pref. Sections (or choose below)

Preferred Sections

RG Register
RP Register Pass/Fail
AU Audit
RM Remove from List
WL Waitlist

Option 1: Choose an action that will be applied to ALL sections in your cart.

Action	Term	Section Name and Title	Location	Meeting Times	Faculty	Available/Capacity/Waitlist	Credits	CEUs
<input type="button" value="OR"/>	Summer 2015 Semester	CJUS-2200-01 Introduction to Corrections	Main Campus	05/18/2015-07/08/2015 Lecture-Discussion, Monday, Wednesday	G. Truitt	24 / 25 / 0	3.00	
<input type="button" value="Register"/>	Spring 2015 Semester	COMS-4050-03 Intrapersonal Comm & Health	Main Campus	This is a Mandatory			1.00	

Option 2: Choose an action for each section individually.

Click **SUBMIT** at the bottom of the page.

IMPORTANT NOTE: To finalize your registration, you must choose one of the two options detailed below.

OR

Option 2: Choose an action for each section individually.

Click **SUBMIT** at the bottom of the page.

Error Messages:

If you receive an error message you will see the screen below.

Please contact the Admissions Office at 708-534-4490
 Please email the Immunization Records Technician at immunizations@govst.edu
 You are not eligible for registration.

After clicking SUBMIT on the previous screen, you may receive an error message. Choose REMOVE FROM LIST from the drop-down and click SUBMIT again.

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 resolved, you can return to register for your chosen section(s).

Step 7 If you have no errors you will proceed to the screen below – REGISTRATION RESULTS.

Note: There are three sections to this screen.

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

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.							

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.

Search and Register for Sections in Online Services

To register for sections, go to your myGSU Portal homepage at <http://mygsu.govst.edu>
Log into the portal using your GSU username and password.

NEW STUDENTS must complete orientation prior to registering for classes.
Choose the Orientation/Directed Self-Placement bottom on the top right section of the portal.

Registration Process:

From the Online Services menu, choose Students.

Choose Registration.

Choose Register for Sections.

When the Register for Sections page opens, click Search and register for sections.

Helpful Hint: Always use the BACK and FORWARD buttons on the Search and Register for Section Page, not the back button on your browser.

On the Search Register for Sections page, choose the term from the Term drop-down menu.

Then choose a subject from the Subject drop-down menu.

No additional criteria are required.

At the bottom of the form, click Submit.

The Section Selection Results screen opens.

Choose the section or sections you wish to register for by checking the box in the Select column.

Then click Submit at the bottom of the page.

The Register and Drop Sections screen opens.

Important: Complete the next step to confirm your registration.

On the Register and Drop Sections screen, choose an action to register for all your chosen sections, or choose individual actions for each chosen section.

When you are finished, click Submit.

After clicking submit, if you receive an error message that does not allow you to register for the section, choose Remove from List from the drop-down menu. Then click Submit again.

If you wish to register for the section, take the appropriate action stated as needed to get the error corrected, such as make corrections to time conflicts, see your advisor, contact the Registrar's Office, etc.

Once resolved, you can return to register for your chosen class.

If you did not receive an error message, the Registration Results screen will list the section(s) you are registered for in the top portion of the screen.

In the middle section of this screen, all the sections you are registered for are listed.

And, at the bottom of the screen, your waitlisted sections are listed.

Be sure to click OK to exit the screen.