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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**.

**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**.

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**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 automatic dialing equipment 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.
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.

[Image of the Hold Screen]

- Immunization Records Needed: Please contact the Health Records Information Technician at immunizations@govstx
- 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).

Submit
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 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.

**IMPORTANT:** Be sure to complete the following step to confirm your registration:
Step 9: Finalize Registration
Choose one of the options below to finalize your registration.

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

You must choose one of the OPTIONS listed above and SUBMIT to complete your registration.
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.
If you have any questions about your registration process, please email the Registrar’s Office or call them at 708.534.4500.