

IMPORTANT REGISTRATION INFORMATION

- Registration for Block 1 and Block 2 courses for Fall 2009 is open from Monday, July 13, 2009-Tuesday, September 8, 2009.
- Block 1 and Block 2 courses for Fall 2009 will not be added or reinstated after Tuesday, September 8, 2009. This is the last day to register for Block 1 and Block 2 courses.
- Registration for Block 3 courses for Fall 2009 is open from Monday, July 13, 2009-Wednesday, October 28, 2009.
- Block 3 courses for Fall 2009 will not be added or reinstated after Wednesday, October 28, 2009. This is the last day to register for Block 3 courses.
- If a student believes that his or her Fall 2009 courses were dropped for non-payment in error by the University, he or she should contact Ms. Jan Haan in the Registrar's Office at J-Haan@govst.edu or Ms. Nirmala Connor in the Registrar's Office at N-Connor@govst.edu to explain why there was an error and request reinstatement. The Registrar's Office will respond through e-mail to notify students what action was taken in regards to their request within 3 business days.
- All correspondence regarding registration inquiries, including requests to change course sections, must be made by the student in writing through e-mail from the student's Governors State University e-mail account to Jan Haan in the Registrar's Office at J-Haan@govst.edu or Nirmala Connor in the Registrar's Office at N-Connor@govst.edu. The identity of students cannot be verified over the telephone; therefore, request for changes will not be accepted over the telephone.
- Students who wish to switch sections of a course must have written approval from the instructor who teaches the new course. The written approval from the instructor must be in e-mail format from the instructor and be sent along with the request from the student to change course sections to Jan Haan in the Registrar's Office at J-Haan@govst.edu or Nirmala Connor in the Registrar's Office at N-Connor@govst.edu at the time the request for the change is made.
- Students who are not on class rosters **SHOULD NOT** be attending classes. This means that they are not registered. Instructors should not let these students sit in classes.
- Any student who is active in a practicum, internship, student teaching seminar or similar learning experience and not registered for the course by the end of the registration period must receive approval from his or her college dean to be registered. The dean should send the approval to add the class or classes for the student through e-mail to Carol-Cortilet-Albrecht at C-Cortilet@govst.edu.
- If you have any questions about the registration procedures, please contact either Michelle Smith-Williams at M-Smith-Williams@govst.edu or Carol Cortilet-Albrecht at C-Cortilet@govst.edu.