Registration

Search and Register for Sections

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

**Step 1**

NEW STUDENTS must complete orientation prior to registering for classes.

**Step 2**

Registration process: From the Online Services menu, click ‘Students’.

Choose ‘Registration’

Choose ‘Register for Sections’
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Step 3

Register for Sections

Attention: The list of classes now includes both 5- and 6-digit course numbers only.
Please choose which type of registration you prefer.

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

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

Click "Search and register for sections"

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

Step 4

Search/Register for Sections

We recommend NO MORE than 2 fields below to be completed.

Choose the term from the drop-down menu.

Then choose a subject from the drop-down menu. No additional criteria is required.

Click "Submit"
Step 5: **IMPORTANT**: Be sure to complete the following step to confirm your registration:

Choose one of the options below to finalize your registration.

**Important Note:** To finalize your registration, you must choose one of the two options detailed below.

**Option 1:** Choose an action that will be applied to ALL sections shown below.

**Option 2:** Choose an action for each course individually.

When you are finished, click **Submit**.
Error Messages:
If you receive an error message you will see the screen below.

After clicking "Submit" on the previous screen, if you receive an error message, choose "Remove from List" from the drop-down menu and click "Submit" again.

Take the appropriate action 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 the chosen class.

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

The top section of this screen shows what has been processed. Note the "Status" column.

The middle section of this screen shows the courses that have been finalized on your registration.

The bottom section of this screen shows your waitlisted courses.

Click OK to exit 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 and 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.