

Course Reservation Instructions

It is very important to note that **you must confirm your reservations *in person* at the start of the semester or they will be voided.** Your reservations are *not* official registrations for your courses; they merely hold seats for you in the courses until you arrive. **You must confirm your reservations *in person* at the start of the January term (for January term courses) and/or during the Registration Fair on January 26, 2012 (for Spring term courses),** or all of your reservations will be voided and you will not be able to attend classes.

1. On the Registration Form, list course numbers exactly as they appear on the schedule in the column labeled *Course Number*. [Example: CH501 Church History to the Reformation or CH/CO/ET602 Human Sexuality]
2. Enter the course section. Unless otherwise indicated, all courses have the section **HA**.
3. Enter the course title and professor.
4. In the last columns, specify whether you would like the class to count for credit or as an official audit.
NOTE: This form is for credit classes and official audits ONLY. [Official audits are registered on this form, appear on transcripts, and carry a fee. Unofficial (courtesy) audits are registered on a separate form in the Registration Office.]
5. **MENTORED MINISTRY UNITS ARE COURSES;** as such, they must be registered with the Registration Office. No credit will be granted for Mentored Ministry units that are not registered with the Registration Office.
6. If you wish to register for alternatives to the limited courses, please indicate the course under the space titled, "Alternatives to Limited Courses," following the instructions given above. If you are placed on the waitlist for a course, the Registration Office will send a notice indicating such to your GCTS e-mail address. You will be automatically registered for the first alternative course you selected. In the event that the waitlisted course becomes available, you will be automatically placed in the formerly waitlisted course, you will be notified of this action via e-mail, and you will have the opportunity to drop the alternative course with no fee.
7. For Cross-Campus courses (i.e., courses at CUME, Charlotte, or Jacksonville) please indicate the course with the designated campus in parentheses, under the space titled "Cross-Campus Courses," following the instructions given above. Be sure to include the *section* of the course for which you are registering.
8. Sign the form. After **January 30, 2012**, F-1 Visa students must also obtain the signature of the International Student Coordinator before submitting their forms to the Registration Office.
9. **DUAL DEGREE STUDENTS:** You will need to obtain two registration forms, one for each degree. It is *very important* that you register your courses under the proper degree program as individual courses may not be registered under both degrees.
10. **SEMLINK COURSES** are registered on a special Semlink registration form located in the Semlink Office. You may register for Semlink courses at any time; simply turn in the completed Semlink registration form to the Semlink Office. Semlinks count as Spring, Full-Summer, or Fall courses only. Please pay attention to semester Add/Drop dates for Semlink registration. See the Semlink form or the Semlink Office for regulations. **The last day to add a Spring 2012 term Semlink is February 3, 2012.**
11. **BTI COURSES** must be registered on separate forms available in the Registration Office.
12. **COURSE RESERVATIONS MUST BE CONFIRMED IN PERSON AT THE START OF THE JANUARY TERM AND/OR AT THE NEW STUDENT REGISTRATION FAIR, OR THEY WILL BE VOIDED.** See the note in the box at the top of this page.

January and Spring 2012

New Student Course Reservation Form

Please read the instructions attached to this form and complete your registration using this form.
 BTI, Semlink, Directed Study, and Courtesy Audit courses are NOT to be included on this form.
 Separate registration forms for these courses are available in the Registration and Semlink Offices.

FOR REGISTRATION OFFICE USE ONLY: CAMS

Name _____ GCTS ID # _____ Date _____ GCTS Box # _____

Degree(s) _____ Telephone _____ GCTS Email Address _____
 (All educational information can only be sent to GCTS email addresses.)

Check any that apply: I am registered for the Hebrew Competency Exam. I am registered for the Greek Competency Exam.

Bible Competency Requirements Students must demonstrate competency in both the Old and New Testaments at the beginning of their studies. Students not passing the OT and NT competency exams during new student orientation ought to take OT500 Old Testament Survey and NT501 New Testament Survey *immediately*. It is *strongly* recommended that students take one of these in the first Fall semester and the other in the first Spring semester of their studies in order to avoid trouble registering for other courses which have these survey courses as pre- or co-requisites.

January 2012 Course(s) (DO NOT LIST BTI, Semlink, or Directed Study courses here.)

Course Number (REQUIRED) (Include all department codes [e.g., CH/CO/ET] and number for each course.)	Section (REQUIRED) (e.g., HA, HB, etc.)	Course Title (e.g., Hebrew I, Church History Survey, World Mission of the Church, etc.)	Professor	Credit	Official Audit
				<input type="checkbox"/> CR	<input type="checkbox"/> AU
				<input type="checkbox"/> CR	<input type="checkbox"/> AU

Spring 2012 Course(s) (DO NOT LIST BTI, Semlink, or Directed Study courses here.)

Course Number (REQUIRED) (Include all department codes [e.g., CH/CO/ET] and number for each course.)	Section (REQUIRED) (e.g., HA, HB, etc.)	Course Title (e.g., Hebrew I, Church History Survey, World Mission of the Church, etc.)	Professor	Credit	Official Audit
				<input type="checkbox"/> CR	<input type="checkbox"/> AU
				<input type="checkbox"/> CR	<input type="checkbox"/> AU
				<input type="checkbox"/> CR	<input type="checkbox"/> AU
				<input type="checkbox"/> CR	<input type="checkbox"/> AU
				<input type="checkbox"/> CR	<input type="checkbox"/> AU
				<input type="checkbox"/> CR	<input type="checkbox"/> AU

Spring 2012 Alternative(s) to Limited Course(s) (DO NOT LIST BTI, Semlink, or Directed Study courses here.)

				<input type="checkbox"/> CR	<input type="checkbox"/> AU
				<input type="checkbox"/> CR	<input type="checkbox"/> AU

Spring 2012 Cross-Campus Course(s) (DO NOT LIST BTI, Semlink, or Directed Study courses here.)

				<input type="checkbox"/> CR	<input type="checkbox"/> AU
				<input type="checkbox"/> CR	<input type="checkbox"/> AU

*I have read and understand the registration instructions on this form. I have read and agree to abide by the Community Life Statement, the Statement of Faith, and the policies and deadlines in the current Gordon-Conwell *Student Handbook*. I agree to accept all applied penalties and fees, including collection costs and interest charges on unpaid balances (1% per month), should I not adhere to the policies and deadlines regarding registration and payment of my student account.

 *Student Signature (WRITTEN SIGNATURE REQUIRED; TYPED "ELECTRONIC" SIGNATURE WILL NOT BE ACCEPTED.)