

Course Registration Instructions

Please read these instructions and complete your registration using this paper form.

If you are a returning student who has not yet registered for Summer 2010, you should complete this form according to the instructions below. If you have already registered for these terms and are making adjustments to your schedule, please use an Add/Drop form, available online or in the Registration Office. Your petition should be processed within two business days. Please log into your CAMS Student Portal to ensure that all changes have been made correctly. If you notice any problems, please notify the Registration Office immediately (regstr@gcts.edu).

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. [An official audit is registered on your transcript and carries a fee. Unofficial (courtesy) audits are registered on a separate form in the Registration Office.]
5. Sign the form. After the start of the term, F-1 Visa students must also obtain the signature of the International Student Coordinator before submitting their form to the Registration Office.
6. **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.
7. **CROSS-CAMPUS COURSES:** please indicate the course with the designated campus in parenthesis after the course number. Be sure to include the *section* of the course for which you are registering.
8. **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.
9. **DIRECTED STUDIES** are not to be included on this form. They may be registered using a separate registration form found online or in the Registration Office.
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 Summer Semlink is May 19, 2010.**
11. **BTI AGREEMENT DOES NOT APPLY TO SUMMER COURSES.** To take a course at a BTI school in the summer, you must become a student of that school.

Summer 2010

Course Registration Form

Please read the instructions attached to this form and complete your registration using this form.
 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.
PLEASE NOTE: The BTI agreement does not allow students to take courses through the BTI over the summer.
 Semlinks may only be registered under Summer I (see the Semlink office to register Semlink courses).

Priority Registration
 Group Number:

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)

Summer I (May 17 - June 11) and Full Summer (May 17 - August 13) Course(s) (DO NOT LIST: 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) (i.e., HA, HB, etc.)	Course Title (i.e., 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

Summer II (June 14 - July 9) Course(s) (DO NOT LIST: Directed Study courses here)					
Course Number (REQUIRED) (Include all department codes (e.g., CH/CO/ET) and number for each course)	Section (REQUIRED) (i.e., HA, HB, etc.)	Course Title (i.e., 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

Summer III (July 19 - August 13) Course(s) (DO NOT LIST: Directed Study courses here)					
Course Number (REQUIRED) (Include all department codes (e.g., CH/CO/ET) and number for each course)	Section (REQUIRED) (i.e., HA, HB, etc.)	Course Title (i.e., 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

***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 (REQUIRED)**

International Student Coordinator Signature (REQUIRED for F-1 visa students only after the start of the term.)