

# Course Registration Instructions

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

Registration through the CAMS student portal is not available for Hispanic Ministries Students. Please use this form to register for all courses. Only students who have been admitted into the HMP Master's degree, Diploma program, or official auditors are eligible to register and attend classes. A student account review will be made before a student is registered to a course. Students with an admissions, academic or financial hold will not be registered until the holds are resolved. No exceptions. Students may log into their CAMS account to review and confirm their courses. If you notice any problems, please notify the Hispanic Ministries office immediately ([hispanicministries@gcts.edu](mailto:hispanicministries@gcts.edu)). If you are unable to log into your Student portals (email, CAMS or SAKAI, please contact the I.T. Service desk at [servicedesk@gcts.edu](mailto:servicedesk@gcts.edu)).

1. ALL registration forms should be submitted at least **six weeks before** the actual course with a **\$50 (USD)** registration fee. **Failure to do so may result in the student experiencing delays and/or not being registered to a course.**
2. 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]
3. Enter the course section, (PA, PB or PC).
4. Enter the course title and the professor's name.
5. In the far right columns, check whether you want the class to count for credit or 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 \$150 fee per course. Unofficial (courtesy) audits are registered on a separate form from the Hispanic Ministries office. One courtesy audit per semester is available to each Gordon-Conwell student, spouse, alumnus/alumna, staff member, faculty member. Courtesy audit forms must be submitted according to the regular deadlines. Courtesy audits are not transcribed. Courtesy audit forms are available through the HMP office.
6. Sign the form. Forms submitted without signatures are not valid.
7. **SEMLINK COURSES** are registered via the Semlink Web site or on a special Semlink registration form located in the Semlink Office. Semlinks courses are offered during the Spring, Full-Summer, or Fall semesters only. Please pay attention to the Hamilton campus semester Add/Drop dates for Semlink registrations. See the Semlink form or the Semlink office for regulations.
8. HMP International students traveling to the United States to take courses will be required to obtain an F-1 Visa and an I-20. (**Exception:** Students from Canada or the Bahamas only need an I-20.)
9. **Dropping/withdrawing from a course:**
  - **DROP:** Drop forms for any course should be handed in **BEFORE** the first day of class. Full tuition refund will be given. The Course is removed from the transcript.
  - **WITHDRAWLS:** Students may withdraw from a course on the first day of class. However, the amount of the tuition refunded will be 50% of the tuition. If the withdrawing form is completed after the first day, there will not be a tuition refund. When a course is withdrawn, a "**W**" (withdrawn) will appear on the transcript.
10. The course calendar and syllabi are available through the Hispanic Ministries Program webpage here: <http://www.gordonconwell.edu/hmp/current/Course-Schedules-Calendars.cfm>
11. Hispanic Ministries Program additional registration forms (Add/Drop, Withdrawal, Extension Petitions, etc.) can be downloaded directly from our webpage here: <http://www.gordonconwell.edu/hmp/current/Forms.cfm>
12. Please scan your completed form and email it to [igarcia@gcts.edu](mailto:igarcia@gcts.edu) or fax to 978-646-4574.

# Hispanic Ministries Program

## 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.

Your name, GCTS ID#, Date, Degree (s), telephone, and GCTS email address should all be above the line.

**Domestic or International Student?** (Please check one 

DOMESTIC (Resides in the U.S.)

INTERNATIONAL (Jamaica, U.K., Honduras, Peru, etc...)

**Degree Program** (please check one  Master of Arts (Religion)  Diploma in Christian Leadership  Doctor of Ministry (Equivalencies)  Other: \_\_\_\_\_

**Partnership Affiliation** (please check one  Hispanic Initiative  COGOP  RCA  Assemblies of God (District : \_\_\_\_\_)  Other: \_\_\_\_\_

Name, Initial, Last Name

GCTS ID #

Today's Date

Program (Master Degree /Diploma /Official Auditor)

Phone #

Current Email Address

**CURRENT SEMESTER** (check one  FALL  JANUARY  SPRING  SUMMER YEAR: \_\_\_\_\_

Please fill out the information for the course you want to register for this semester only (use separate registration forms for courses in other semesters):  
(Do not use this form for Directed Study or Semlink courses.)

Course Number (Required): (Include all department codes and numbers. E.g., NT501 or MC/SE 602.)	Section (Required): (e.g., PA, PB, PC)	Course Title: (e.g. Old Testament Survey, Church History I, Christian Ethics)	Instructor:	Course Location (Englewood, Miami, Peru, UK, etc...)	Credit <input checked="" type="checkbox"/>	Official Audit <input checked="" type="checkbox"/>
					<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

**Please read and sign below:** \*I have read and understand the registration instructions and policies on this form. I have read and agree to abide by the Community Life Statement 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.

\*HMP Student Signature (forms submitted without signatures are not valid)

### Office Use Only:

- Registration Form Received on: \_\_\_\_\_ (date)
- Student Status Reviewed on: \_\_\_\_\_ (date)
- Student account hold:  No  Yes If yes, what type of hold:  
 Financial  Admissions  Academic  
Hold resolved on: \_\_\_\_\_ (date)
- Student Registered on: \_\_\_\_\_ (date) by \_\_\_\_\_ (initials)

### Notes: