

# 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 admissions, academic or financial holds 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 ([igarcia@gcts.edu](mailto:igarcia@gcts.edu)). If you are unable to log into your Student portals (Email, CAMS or CANVAS, please contact the I.T. Service desk at [servicedesk@gcts.edu](mailto:servicedesk@gcts.edu).

1. Submit course registration forms ***before or by the deadline of*** the actual course(s). **Failure to do so may result in you experiencing delays and/or not being registered to a course.**
2. List course numbers on the **registration form** 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.
6. **Sign the form.** Forms submitted without signatures are not valid. We are not able to accept electronic or typed signatures.
7. **SEMLINK COURSES.** Use this form to register Semlink courses. Please use the correct course section for Semlink (PIROA). Semlink 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. Visit the Semlink webpage to review their policies and procedures: <https://www.gordonconwell.edu/semlink/index.cfm>.
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 Bermuda only need an I-20.) This process must be completed at least two months before the course starts.
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.
  - **WITHDRAWALS:** 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.

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 email addresses 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  Diploma  Official Auditor  Doctor of Ministry (Equivalencies)  Other: \_\_\_\_\_

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

Name, Initial, Last Name GCTS ID # Today's Date

Cell Phone # Email (GCTS email or active personal email registered on CAMS)

**CURRENT SEMESTER** (check one  FALL (Sept-Dec)  JANUARY  SPRING (Feb-Apr)  SUMMER (May-Aug) **YEAR:** \_\_\_\_\_

Please fill out ALL of information for the course you want to register for this semester only (use separate registration forms for courses in other semesters):

Course information is available on our course calendar page here: <https://www.gordonconwell.edu/hmp/current/Course-Schedules-Calendars.cfm>

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

\*Student Signature (NO ELECTRONIC or TYPED SIGNATURES; forms submitted without signatures will not be processed)

<p><b>Office Use Only:</b></p> <ol style="list-style-type: none"> <li>Registration Form Received on: _____ (date)</li> <li>Student Status Reviewed on: _____ (date)</li> <li>Student account hold: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what type of hold: <input type="checkbox"/> Financial <input type="checkbox"/> Admissions <input type="checkbox"/> Academic Hold resolved on: _____ (date)</li> <li>Student Registered on: _____ (date) by _____ (initials)</li> </ol>	<p><b>Notes:</b></p>
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