

Important Information from the Registrar's Office

How do students register for classes?

Students must first contact their assigned advisor prior to registering for classes. Students who are eligible for self-registration may register using Banner 9 Self Service registration (Banner Web) once the student has been advised and their registration has been unlocked. Students may utilize the [Banner 9 Self-Service Registration Step by Step Guide](#) for instructions on utilizing Banner 9 Self-Service Registration.

What if the class a student needs is full/closed?

Gordon State College is excited to have implemented a Waitlist option for many of our high-demand courses. The waitlist option allows students to add their name to an official waitlist in Banner 9 Self-Service Registration for select courses that have already reached full seat capacity. Students who utilize the waitlist option are notified via their Gordon State College email when a seat becomes available in the selected course section. Seat availability is granted on a first-come first-serve basis and utilization of the waitlist option does not guarantee a student a seat in the course. Students may review the [Waitlist Registration Guide](#) for more detailed information regarding waitlisting.

What if a student needs a class schedule overload?

FALL AND SPRING SEMESTERS

Students may register for up to 18 hours each fall and spring semester without written approval from the adviser and the Department Head. In general, a student must have been at Gordon State College for at least two semesters and have achieved a cumulative grade point average of 3.0 before requesting an overload of 19 or more semester hours during a fall or spring semester. To request an overload, a student must complete an Academic Request form and take the petition form to his adviser. Academic Request forms are available at www.gordonstate.edu/forms/registrar/StudentPetition.pdf. The completed form should be submitted by email to the Academic Assistant of the department of the student's program of study.

SUMMER SEMESTER

During the summer semester, students may register for up to 11 hours without written approval from the adviser and the Department Head. In general, a student must have been at Gordon State College for at least two semesters and have achieved a cumulative grade point average of 3.0 before requesting an overload of 12 or more semester hours during the summer semester. To request an overload, a student must complete an Academic Request form and take the petition form to his adviser. **Academic Request** forms are available at www.gordonstate.edu/forms/registrar/StudentPetition.pdf. The completed form should be submitted by email to the Academic Assistant of the department of the student's program of study.

How do students drop part of their schedule?

Students wishing to drop part of their schedule should complete the *Schedule Change Form* located on the Gordon State College website under Registrar Forms.

<https://www.gordonstate.edu/documents/departments/registrar/schedule-change-form.pdf>

Students will be assigned a grade of WF (Withdrawal Failing) in classes that are dropped after the official date for dropping classes with a grade of W (see academic calendar).

Students should submit completed Schedule Change Forms via email to registrar@gordonstate.edu or in person at Lambdin Hall, Room 126.

How do students withdraw from their entire schedule?

Students wishing to drop their complete schedule should complete the *Student Withdrawal Form* located on the Gordon State College website under Registrar Forms.

<https://www.gordonstate.edu/documents/departments/registrar/student-withdrawal-form.pdf>

Students will be assigned a grade of WF (Withdrawal Failing) in classes that are dropped after the official date for dropping classes with a grade of W (see academic calendar).

Students should submit completed Schedule Change Forms via email to registrar@gordonstate.edu or in person at Lambdin Hall, Room 126.

How do students request official transcripts?

Gordon State College is excited to now offer transcripts through Parchment, which conveniently allows you to order, send and track your transcript. Please click on the link below to order your official Gordon State College transcript

<https://www.parchment.com/u/registration/33077/account>

Official transcript requests will be processed by the Registrar's Office within 1 to 2 business days. Students may check the status of their transcript request via Banner Web

- Login to Banner Web
- Select *Student*
- Select *Student Records*
- Select *View Status of Transcript Requests*

How do students request enrollment verifications?

Students needing an official enrollment verification letter should submit an email request to the Registrar's Office at registrar@gordonstate.edu . The request should contain the following information:

- Student's Name
- Student's GCID or last 4 digits of the SSN
- Contact information for recipient of the enrollment verification
- Semesters to be verified (i.e. Spring 2020)
- Anticipated Graduation Date (if needed)

How do students request transient study?

Gordon State College students who wish to attend another college on a temporary basis must request a Letter of Transient Permission by completing a [request form](#). The completed form should be submitted to the Registrar's Office at registrar@gordonstat.edu.

It is the student's responsibility to have an official transcript for the transient courses sent to the Gordon State College Registrar's Office after the courses are completed. If the student's plans changes and the student does not attend the transient school as a transient student, the student must provide a written, signed statement to the Gordon State College Registrar's Office stating that the student decided not to enroll as a transient student.

Students should be advised that Gordon State College does not pay federal financial aid to transient students who attend another college.

Additional information regarding transient study can be viewed at <https://www.gordonstate.edu/departments/registrar/transient-study/index.html>

How do students Apply for Graduation?

Students may apply for graduation via their Banner Web account.

- Login to Banner Web
- Select *Student*
- Select *Apply for Graduation* and complete the requested information

Student will receive their completed graduation audit via their Gordon State College email. Questions regarding graduation audits should be directed to registrar@gordonstate.edu.

How do students request a Pathway/Major change or an Advisor Change?

Students may request for their pathway/major and/or advisor to be changed via their Banner Web account.

- Login to Banner Web
- Select *Student*
- Select *Pathway/Major Change Form* and complete the requested information

Student will receive email notification of the change via their Gordon State College email. Any questions regarding changes should be directed to registrar@gordonstate.edu.

How can a student audit a course?

Students do not receive a grade or credit when they audit a class. To audit a class, a student must be registered as an auditing student at the time of registration. Audit forms must be submitted to the Registrar's Office (registrar@gordonstate.edu) prior to the first day of class. Students who receive an audit grade may not convert it to a credit grade, and vice versa. Financial Aid does not pay for audited classes.

How does a student determine what courses will transfer to Gordon?

Gordon State College awards transfer credit for all degree level course work earned through any college or university accredited by a regional accrediting association. In addition, Gordon State College reserves the right to accept or refuse on a case by case basis transfer credit for any degree level course work earned through a non-regionally accredited institution. Students can view information on transfer course equivalencies from other colleges and universities to Gordon State College through the [GSC Transfer Articulation System](#). The courses and institutions listed are not a final or complete listing.

Courses transferred from technical colleges in Georgia which are accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools may be viewed at this link: [TCSG-USG General Education Course Transfer Chart](#).

Gordon State College awards credit by examination for the programs listed below. Examinations recognized by Gordon State College, the minimum scores required for credit and the amount of credit awarded for each examination are provided.

- **[Advanced Placement \(AP\) Credit](#)**
- **[College Level Examination Program \(CLEP\) credit](#)**
- **[DANTES Subject Standardized Tests \(DSST\) Credit](#)**
- **[International Baccalaureate \(IB\) Credit](#)**

What if a student has questions regarding Degree Works?

All questions regarding Degree Works should be sent to degreeworks@gordonstate.edu. Students should provide the following information in their email:

- Student's Name
- Student's GCID
- Phone Number for the student
- Detailed question

How does a student apply for Veteran Benefits?

The Registrar's Office will assist veterans who are eligible for federal education benefits by facilitating the process of applying for the federal education benefits and by maintaining proper liaison with the Veteran Administration (VA). Students who are eligible for Veteran Benefits are responsible for paying fees directly to the College and meeting payment deadlines applicable to all students. Payment of Veteran Benefits normally begins 30 to 45 days after the College certifies the student's enrollment for the semester. Students may apply for financial aid to cover their tuition and fees, if eligible.

Eligible students may apply for:

- Chapter 30: Montgomery GI-Bill
- Chapter 31: Vocational Rehabilitation (VONAPP Form 28-1900)
- Chapter 33: Post 9/11 (Including Transfer of Post 9/11 GI-Bill Benefits to Dependents)
- Chapter 1606: Selected Reserves
- Chapter 1607: Reserve Educational Assistance Program

Please submit the following information to the VA Certifying Official at Gordon State College via email at registrar@gordonstate.edu

1. **VONAPP** Form 2-1990(Veterans Online Application) or a copy of your Certificate of Eligibility.
PLEASE NOTE: If you are a transfer student and have used your VA benefits at another institution please submit **VA form 22-1995**(pdf) in the place of form 22-1990.
2. **Veteran Benefit Form** (pdf)
3. DD214 Member 4 Copy (if applicable)
4. Notice of Basic Eligibility/NOBE (if applicable)
5. Kicker Contract (if applicable)
6. Buy-Up (if applicable)

Students apply for Chapter 35 – Survivor/Dependent Benefits should submit the following:

1. **VONAPP** form 22-5490 (Veterans Online Application) or a copy of your Certificate of Eligibility. **PLEASE NOTE:** If you are a transfer student and have used your Survivors/Dependents' benefits at another institution please submit **VA form 22-5495**(pdf) in the place of form 22-5490.
2. **Veteran Benefit Form** (pdf) - Please be sure to include the veterans social security number or VA file # on this form.

For additional information regarding Veteran Benefits, please visit
<https://www.gordonstate.edu/departments/registrar/veteran-benefits/index.html>

Other Important Information

- The Registrar's Office is currently accepting all documents in person at Lambdin Hall, Room 126 or by email at registrar@gordonstate.edu.
- All Registrar forms can be accessed at <https://www.gordonstate.edu/departments/registrar/registrar-forms/index.html>