

## **Multi-Semester Registration Guide for Faculty**

### **Overview of Multi-Semester Registration:**

- Students will have the ability to register for an entire academic year (up to three semesters) at once
  - If registering in the spring, students can register for Summer 2023, Fall 2023 & Spring 2024
  - If registering during the summer, students can register for Fall 2023 and Spring 2024
  - If registering during the fall, students can register for Spring 2024
- Students and faculty will be able to view multiple years of course schedules on the GSU website
  - Four years of schedules (excluding summer schedules) will be posted on the website for viewing, which will allow students and advisors to plan ahead

### **Advising Changes:**

- Students who are participating in multi-semester registration will need to be advised for multiple semesters at once
- Registration PINs
  - Students will have the same registration PIN for all semesters.
  - You will only need to provide the students one PIN
- Students will be able to change their schedules until the last day to add/drop classes for each individual semester. Once classes begin each semester, online access in EdNet for students to make changes to their class schedule will no longer be available. After classes begin, students can contact the Office of Academic Affairs to edit their schedule
- Students may meet with their advisor at any point during the academic year to be advised and register for classes
- Students are encouraged to meet with their academic advisor each semester to make sure they are on track for their degree plan
- It is recommended to add notes to student's Degree Works as to what they were advised to register for, so they can be referred to if a student wishes to change their schedule. A separate note for each semester will be helpful. Note: there is no spell check, cannot copy and paste into Notes, do not use special characters such as quotations or bullets, do not tab

### **Courses with Prerequisites:**

- If a course requires prerequisites, as long as the student registers for the prerequisite course in a semester prior, they will be able to register with no prerequisite override
  - Students who drop or fail the prerequisite course will be removed from the course requiring the prerequisite prior to the beginning of that semester
- Advisors will need to approve an override if a student has not met course prerequisites All overrides will be reviewed and processed in the Office of Academic Affairs

### **Full/Closed Courses:**

- If a course that a student needs to take is full/closed, they may choose to be waitlisted for the class

**Academic & Financial Aid Suspension:**

- Students who are placed on academic or financial aid suspension will be dropped from all of the courses they are enrolled in for all semesters subsequent to the suspension

**Tuition & Billing Information:**

- Tuition will be due by the dates posted for each individual semester
- Payment Plans will be available
- Financial Aid will be processed for each individual semester
- Textbooks will be available to order/purchase at the Campus Store prior to the individual starts of the semester