

GEORGETOWN UNIVERSITY- LATE REGISTRATION - SUMMER SESSION I 2010

School of Continuing Studies/Office of the University Registrar

G-01 White-Gravenor

10:00 -4:00 PM - June 7, 2010

\$80 Late Registration Fee Required

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Students who have paid for Summer School:

- If you received a Summer School bill and paid it, you are already registered. Registration changes (add/drop; pass fail; audit; etc.) may be made in the SCS Office, 3307 M St. NW, or via MyAccess or with the SCS representative in the Registrar's Office through June 9th.
- If you have already paid but wish to register for an additional course, get a Drop/Add Form at the Registrar's Office. No Late Fee required.
- About ID Cards: If you have no G.U. ID card, go to GoCard Office, Darnall. A fee will be charged to replace a lost card. Bring some form of picture identification.

Students who have applied but not paid for Summer School, follow these steps:

- If you applied for summer courses and wish to pay for the first or cross session courses, go on line to pay or go to Student Accounts in White-Gravenor to settle your account. They will have a copy of the bill you should have received at home. Then, go to the Registrar's Office, to complete registration. This also applies to students who applied but have been dropped from their courses for not paying by the deadline. If you wish to make changes to your course schedule you may do so on MyAccess through June 9th or you may obtain a Drop/Add Form at the Registrar's Office.

Students who have not yet applied for Summer School, follow these steps:

THE FOLLOWING STEPS ARE IN THE WHITE-GRAVENOR BUILDING ROOM G-01

***** Enter from the west side door which faces "Red Square"*****

Step 1. Pick up REGISTRATION FORMS.

Complete a blank Application Form, or for GU students an add/drop form, using the ball-point pen. Be sure all copies are legible.

Step 2. COURSE APPROVAL:

- a. Visiting students get approval from the Summer School Representative in the Registrar's Office
- b. GU students go to your Dean's Office for approval then to the Recorders in the Registrar's Office
- c. Those registering for Consortium courses must obtain a Consortium Registration Form at the Registrar's Office, have it approved by their dean and go to Student Accounts in White-Gravenor to pay.

Step 3. COURSE REGISTRATION Present your Application Form, Add Slips, Registration Form or Consortium Registration Form. You will be billed -and you must pay - for each course. **VETERANS:** Stop here for application for summer benefits.

Step 4. STUDENT ACCOUNTS/CASHIER All students stop here to arrange for payment of summer tuition and fees.

YOU ARE NOT REGISTERED UNTIL YOU HAVE settled your account with Student Accounts

Step 5. ID PHOTOS Go Card Office, Darnall. If you are applying today your ID card may be picked up tomorrow.

Bookstore: Located in the Leavey Center.
Hours: Monday - Friday 9:00AM - 7:00 PM
Saturday and Sunday 11:00 AM - 5:00 PM

Campus Parking: Campus parking is limited! Check with the Office of Transportation Management located on the P4 mezzanine level of the Southwest Parking Garage. Open – 8:30 AM to 4:00 PM. Bring your ID card.

Board Plan: You may sign up for the summer Board Plans during meal times.