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Registration Procedure

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Registration Procedure

1. The prospective student must complete and submit an Application for Admission online (<https://my.gadsdenstate.edu>) and click "Apply for Admission" and then, First time user account creation.
2. The student must contact their high school(s) and/or previous college(s) attended to request that official transcripts be mailed directly to the Gadsden State Admissions Office. **NOTICE: Registration is restricted until transcripts are received or the student may be "conditionally" admitted.**
3. Next, the student must take the Placement Test. **NOTICE: Most students are required to be assessed; however, ACT/SAT scores may exempt students from further testing.**
4. The student must then see his/her program advisor for help developing a class schedule. A complete advisor listing can be found in the "Advisors" section of this catalog or online at www.gadsdenstate.edu.
5. The student must register for classes. Online registration: <https://my.gadsdenstate.edu>, enter "myGadsdenState Portal" and follow the directions to look up classes. On-campus registration: Available at times and dates listed in the College calendar.
6. The student must complete payment of tuition and fees. **NOTICE: A student's registration is not confirmed until tuition and fees are paid or assumed by financial assistance.** Students are encouraged to pay fees the same day they register to avoid deletion of their schedules.
7. The student must obtain a student identification (ID) card, which is also used as a library card. The ID is to be in the student's possession at all times while the individual is on campus or participating in or attending College events.
8. The student must complete motor vehicle registration if he/she intends to have or use a motor vehicle on a Gadsden State campus or instructional site.

Registration for Classes

Once a student has been admitted to GSCC, the student may enroll in those courses for which he/she is qualified, but only during a time designated by the College as a registration period. (The Gadsden State calendar, which appears in this catalog and online, provides registration dates). A complete list of all courses to be offered during a particular semester, along with the appropriate schedule of important dates for that semester or term, is published online prior to the time for registration. For additional information about these lists, schedules, and the registration procedure, students should access the Gadsden State website www.gadsdenstate.edu or contact the Records Office (256.439.6911).

Before a student can enroll in English Composition I (ENG 101) or in a credit-level mathematics course, he/she must take the appropriate placement test, which assesses the student's preparedness for such courses. For information concerning those who may be exempt from this test or concerning the placement test, students should refer to Testing Services under the Student Services section of this Handbook.

Advisors are available to assist students in the selection of appropriate courses for any instructional program offered by the College. The names of advisors are listed with the programs of study in this catalog. Any student undecided about a program of study or enrolled in a general program of study should see an advisor in the Advising Center, located at the One Stop Center on the East Broad Campus. Advisors will assist students with registration and the fee-payment process and provide general information about financial aid and scholarships.

Orientation to College

ORI 101: Orientation to College "The First-Year Experience" is a requirement for graduation for all degree- or certificate-seeking Gadsden State students. ORI 101 is offered during the fall, spring, and summer semesters and as an Internet course. (For more information about courses as lecture, hybrid, or online, students should see the "eLearning" section of this catalog.) Any student who is enrolled in five (5) or more semester credit hours must successfully complete the orientation requirement during the first term of enrollment at the College. A student who

enrolls in four (4) or fewer hours per term must complete the orientation requirement during the term when he/she is enrolled in credit hours that reach a cumulative total of sixteen (16) semester credit hours taken at Gadsden State.

ORI 101 provides first-semester Gadsden State students with the campus resources and academic skills necessary to achieve educational objectives. The course emphasizes personal responsibility through the exploration of Gadsden State regulations, campus facilities, and student services. ORI 101 is also designed to help students develop effective study skills, library skills, critical thinking, and career goals. Upon completion of this course, students should be prepared to manage learning experiences successfully in order to meet educational and career goals.

The following persons are exempt from the ORI 101 graduation requirement:

1. Any student not seeking a degree or a certificate but taking courses for personal or employment reasons only, up to a cumulative total of sixteen (16) credit hours (At the point that a student has enrolled for a cumulative total of sixteen (16) credit hours or more at Gadsden State, he/she must successfully complete the orientation requirement.);
2. Any student who has an associate degree or higher;
3. Any student who has successfully completed a course equivalent to ORI 101: Orientation to College at another institution within the last twenty-four (24) months;
4. Any student who has transferred to Gadsden State with over 30 earned credit hours;
5. Any transient student; and
6. Any student enrolled in an academic program that must follow the Alabama Community College System Standardized Curriculum. (These programs include Licensed Practical Nursing and Registered Nursing.)

NOTICE: ORT 100: Orientation for Career Students is available for students in non-degree-eligible programs or courses. All other students should enroll in the ORI 101: Orientation to College course.

F.O.C.U.S.

F.O.C.U.S. (Freshman Opportunities for College and Unlimited Success) sessions are for new incoming students and are scheduled during the summer semester. This session should be attended prior to the first semester at Gadsden State. During F.O.C.U.S., new students are familiarized with important, need-to-know information which includes the student computer system, student activities, financial aid, and general knowledge about the campus. F.O.C.U.S. provides new students the opportunity to meet with their advisor and register for Fall Semester classes. Students may contact the Advising Center at 256.549.8307 or email counseling@gadsdenstate.edu for additional information concerning F.O.C.U.S.

eLearning

eLearning is defined as “an instructional delivery system which connects learners with educational resources” when learners and instructor are not in the same place. It is an approach to facilitate or enhance education by electronic means, allowing learners to receive instruction regardless of time and location.

GSCC provides an active eLearning program utilizing the Internet and videoconferencing. These courses are of the same high quality and teach the same competencies as Gadsden State’s traditional on-campus courses. Additional information on eLearning is available at <https://www.gadsdenstate.edu/elearning/distance-learning>.