

GRAMBLING STATE UNIVERSITY
2019 SUMMER SESSION I
Registration Procedures
“Where Everybody is Somebody”

STEP ONE

NEW STUDENTS AND RETURNING STUDENTS (Absent for one semester or more)

~ GET ADMITTED ~

Report to the Admissions Office –Grambling Hall, Room 51, 318-274-6183
Graduate Students should report to Room 206, Charles P. Adams Hall, 318-274-2158

ALL OTHER STUDENTS SHOULD PROCEED TO STEP TWO

STEP TWO
ON-CAMPUS OR OFF-CAMPUS

Report to Residential Life
Grambling Hall, Suite 216

All students
must have
the
appropriate
documents
filed in each
of these
departments

STEP THREE
IMMUNIZATION/MEDICAL HISTORY
FORM

(Required by Law)
Report to the Foster-Johnson Health Center

STEP FOUR

GET ADVISED- *(Secure an Academic Contract with the advisor's signature)*

All new incoming freshmen, transfers, and students who have not declared a major should report to Brown Hall, Rm. 218, 318-274-6127 for advisement. Other students should report directly to the department of their major for advisement. The advisor will provide the student with an alternate pin number at the end of the advisement session. If a student requires a BannerWeb Login PIN reset, please call the Registrar's Office, located in Grambling Hall, Suite 18 318-274-2388.

(See academic locations for advisement on the back)

STEP FIVE
FINANCIAL AID

Report to Financial Aid, if applicable, in Lee Hall. Financial aid includes grants, scholarships, part-time employment and student/parent loans. Students must be enrolled at least halftime (3 hours) and have a fee sheet for student loan funds to be credited to the student's account.

STEP SIX
TUITION AND FEES

Pay online by clicking:

<http://www.gram.edu/offices/registrar/procedures/>

or

Report to Long-Jones Hall-Cashier's Window located in the front of the building to pay tuition & fees and parking fees.

\$150.00 late fee begins May 21, 2019.

All Classes will be cancelled in the system for non-paid students on May 20, 2019 after 4:00 P.M.

The last day to register or add classes for the 2019 Summer I Session is May 23, 2019.

STEP SEVEN
AUTO DECAL

Every vehicle parked on the University campus must be registered with the University Police Department.

Register for decal online in your Bannerweb account under U-Park. Pick-up decal in Long Jones Hall, Room 171 after paying fees, 318-274-3363.

STEP EIGHT
ID/MEAL CARD

Visit <http://www.gram.edu/tiger1> for steps to request your Tiger1 ID card. Only fully registered students (*paid all fees*) will be able to obtain a Tiger 1 card. Photos must be submitted electronically, they will not be taken in the office. The Tiger 1 Card Office can be reached at (318-274-2081 or 3361). Questions related to the Board Meal Plan please call 318-274-3251.

YOU ARE NOW ENROLLED AT GRAMBLING STATE UNIVERSITY!

NOTE: A computer printout reflecting an academic schedule is not evidence of official enrollment. Tuition and fees must be paid before a student can be considered officially enrolled. The only acceptable evidence of official enrollment is the appearance of the student's name on the FINAL class roster and a validated fee schedule/bill. Classes will begin Tuesday, May 21, 2019.

ACADEMIC DEPARTMENT LOCATIONS

College of Arts & Sciences

Biological Sciences – Carver Hall, Rm. 138, ext. 2446
Chemistry - Carver Hall, Rm. 218, ext. 2341
Computer Science- Carver Hall, Rm. 274, ext. 2421
English/Foreign Languages – Jeanes Hall, Rm. 124, ext. 2272
Family & Consumer Sciences - Washington Johnson, Nursery, ext. 2311
History - Adams Hall, Rm. 325, ext. 2256
Engineering Technology -T.L. James Hall, Rm. 101, ext. 6123
Mathematics & Physics - Carver Hall, Rm. 67, ext. 2289
Music – Conrad Hutchinson Performing Arts Center, Rm. 203, ext. 2254
Political Science & Public Administration – Jacob T. Stewart, Rm. 328, ext. 2310
Sociology & Psychology – Carver Hall, Rm. 167, ext. 2240
Visual & Performing Arts – Conrad Hutchinson Performing Arts Center Rm. 223, ext. 2201

College of Business

Accounting—Jacob T. Stewart, Rm. 385, ext. 6290
Computer Information Systems—Jacob T. Stewart, Rm. 385, ext. 6290
Economics—Jacob T. Stewart, Rm. 385, ext. 6290
Management & Marketing - Jacob T. Stewart, Rm. 385. Ext. 6290

College of Education

Curriculum & Instruction – Fredrick C. Hobdy Assembly Center, Rm 173A, ext. 2710
Educational Leadership—Betty E. Smith Nursing Building, Rm. 209 or 207, ext. 2238
Kinesiology – Fredrick C. Hobdy Assembly Center, Rm 148, ext. 2294

College of Professional Studies

Criminal Justice – Jacob T. Stewart, Rm 221. ext. 3185
Mass Communications - Washington Johnson, Rm. 200, ext. 2403
School of Nursing – Betty E. Smith Nursing Building, Rm. 146 ext 4476 &
Rm. 150 ext. 2236
School of Social Work - Adams Hall, Rm. 311, ext. 3304

School of Graduate Studies & Research

Charles P. Adams Hall, Rm. 206, ext. 2158

University College

(All New Freshman, Transfer Students with Less than 30 credits hours & Undecided Majors)
Brown Hall, Rm. 218, ext. 6127

CONTACT NUMBERS

Office of Admissions & Recruitment 318-274-6183
Office of the Registrar 318-274-2388
Residential Life 318-274-2504
Health Center 318-274-2351
Financial Aid 318-274-6440
Aramark 318-274-3251
Parking Decals 318-274-3363
Tiger One Card 318-274-2081 or 3361
Cashiers/ Student Accounts 318-274-2206

Please access the [Campus Map](#) Here!