

All workshops, unless otherwise noted, are free of charge and open to Georgia State students, faculty and staff. A valid Panther Card must be presented to attend the workshops.

Generally registration is not required for our workshops. For those that do require registration we will accept registrants up to 24 hours before the workshop begins or the workshop fills. No late registrants will be admitted.

All workshops will start promptly at their specified time. Latecomers will be admitted up to ten (10) minutes after starting, at that time the door will be locked and no late arrivals will be admitted. Those arriving late are welcome to attend the workshop's next session.

Once a class has begun and the door is locked, please refrain from knocking on the door or yelling through the door to get in, as you will be turned away.

Attendees are to refrain from inappropriate talking, and cell phone or other personal electronic device use during workshop hours. If you are disturbing the class workshop instructors have the right to ask you to leave the room.

Documentation for the workshops will not be handed out in class, but they can be downloaded from <http://www.gsu.edu/ist/exchange/help-support.html> .