

How Do I Register for Classes?

Prior to Your Registration Time

Undergraduate students should **process their degree audit worksheet** on DegreeWorks, the audit can be found on the Student Records menu within your secure account at [PAWS \(http://paws.gcsu.edu\)](http://paws.gcsu.edu) this will allow you the opportunity to identify requirements that are still needed to complete your degree program, to ensure that any courses transferred to GC are listed as expected, and to be certain that you are not taking courses that cannot be used toward your degree program. If you have any questions about courses or requirements, you need to be prepared to ask your adviser during advisement.

Review the Course Schedule. The course schedule can be found by clicking the [PAWS](#) button then selecting Class Schedule. Choose the correct term from the drop down menu, you may search for specific subjects, class times, instructors and locations by choosing options in the drop down menus.

Find your registration time. Your registration start time is determined by your current class standing and does not include hours in which you are currently registered. Currently enrolled students will receive an e-mail with their registration time via bobcats e-mail. You may also view the [Academic Calendar](#) for registration times, registration opens at 7 a.m.
Day 1: Graduate students, Seniors (undergraduate students with 90+ earned hours), and approved priority registration students.
Day 2: Juniors (undergraduate students with 60-89 earned hours)
Day 3: Sophomores (undergraduate students with 30-59 earned hours)
Day 4: Freshmen (undergraduate students with 0-29 earned hours)
Registration will remain open through the first three days of the semester for which you are registering.

Prepare a list of courses. Prepare a list of courses, including the Course Reference Numbers (CRNs) in which you would like to enroll. The CRN is the first five numbers listed in the schedule of classes, and is the number you will need to register. Each course section has one CRN.

Make an appointment to meet with your academic advisor. This is an important step to preparing a schedule that is best suited for you.

Check your registration holds. Certain holds may prevent you from registering for classes. The holds status can be viewed by logging into [PAWS](#) selecting Student and Financial Aid then Student Records, and then View Holds. If you should have any questions about your holds, contact the office listed for each hold description (the number listed next to the hold is the office phone number, all Milledgeville campus phone numbers begin with 478-445-xxx).

At Your Registration Time

- Log in to [PAWS](#),
- Select **Student and Financial Aid**
- Select **Registration** menu
- Select the term for which you are registering.
- Select **Add or Drop Classes**.
- Enter the CRN or search for desired courses by clicking the Classes Search link and adding the classes to the worksheet.

- If a class is closed and has a waitlist then a drop down box will appear, change the course status to Waitlist and click submit to reserve a spot on the waitlist.
[Information about Waitlist courses.](#)
- Select Submit

If you should need any assistance with holds that may occur during your registration process, click on the [Resolving Errors during Registration](#) link.

Students may also register in person in the Registrar's Office in Parks Hall 107 during regular business hours by using a completed [Schedule Planning and Registration form](#) or [Course Change Card](#).

Students currently on Academic Probation are required to register in the Registrar's Office.

After Registration

After registering, review your schedule by checking your **GCSU printable schedule**, found on the **Registration menu**. This will help to ensure that no mistakes were made during the registration process. After your schedule is finalized, visit the **Student Account Center** to pay for your courses. You are not officially enrolled in your courses until your account is paid in full. The payment deadline is posted on the [Academic Calendar](#).