

How Do I Register for Classes?

Prior to Your Registration Time

Undergraduate students should process their degree worksheet on [DegreeWorks](#). This will allow the opportunity to identify requirements that are still needed to complete your degree program. Ensure that any courses taken for transfer work are listed; it is important to check this to make certain that a course for which you might have already received credit is not taken twice.

Log in to [myCats](#) to review the **Course Schedule**. The course schedule can be found by selecting the **Student** tab, scrolling down to the **PAWS links**, and selecting the section titled **C.A.T.S.** This is important when developing a proposed schedule before registration. To find your registration time, view the [Academic Calendar](#). Currently enrolled students will also receive an e-mail with their registration time via eCats e-mail two to three weeks prior to the registration period.

Prepare a list of courses along with the Course Reference Numbers (CRNs) in which you plan to enroll. The CRN is the first five numbers listed in the schedule of classes, and this 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.

Certain holds may prevent you from registering for classes. The holds status can be viewed by logging into [myCats](#) portal and selecting the **Student Tab**, then **Student and Financial Aid** from the **PAWS links**, then **Student Record**, and then **View Holds**. If you should have any questions about your holds, contact the office listed for each hold description (the number listed is the office phone number).

At Your Registration Time

- Log in to [myCats](#), and then select the **Student** tab.
- Go to the **PAWS Links** section.
- Select the **Registration Menu** link.
- Select the **term** for which you are registering.
- Select **Add or Drop Classes**.
- Enter the CRN or search for desired courses by clicking the **Search for Classes** tab.
- 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 from 8:00 a.m. to 5:00 p.m. using a completed [Schedule Planning and Registration form](#) or [Course Change Card](#).

After Registration

After registering, review your schedule by checking your **GCSU printable schedule**, found under the **Registration** link on your **Student** tab. This will help to ensure that no mistakes were made during the registration process. After your schedule is finalized, visit the **Student Account Center** in your myCats portal to pay for your courses. You are not officially enrolled in your courses until your account is paid in full. The payment deadline is Friday, December 12.