



<http://myCATS.gcsu.edu>

## What is it ? How can I use it?

Whether you are a student, faculty or staff member, myCATS is the main location to reach university-related information that resides on the web. Inside you will find the tools needed to accomplish your various tasks. You can check e-mail, register for courses, communicate with groups, post to your electronic calendar and much more. Now that you've been admitted, please utilize all of our web-based features and services.

## What's In myCATS?

In addition to the icons to your **email**, **calendar** and **groups** the **Student** tab contains useful links to various areas of the University such as

- **My Student Links** to Academic Calendar, Catalog, Learning Center, Testing Center, Student Records, class schedule, Sodexo Campus Dining Services, Bobcat Card, Housing, Campus Life, the Library, and much more
- **PAWS Links** contains links to course offerings, registration, your schedule, Tranguide, grades, financial aid, degree evaluation, enrollment verification and lots of other services
- **My Courses** where you can view your course schedule, access your course home pages, email professors and other services related to your academic program.

The **myCATS** tab contains official communication from the University.

- This is where you will find your **GCID**
- Campus and Personal Announcements
- Online Parking Office
- Access to pay tuition and fees
- Campus News and more

You can create and modify your content/layout to customize your personal portal channels to your favorite links. You will find this on the **Content/Layout** link at the top left corner of the page. So now, lets get started....

## How To Login To myCATS

- Go to <http://mycats.gcsu.edu>
- Enter your User ID for this secure site - usually your name (formatted as firstname\_lastname  
Ex: john\_doe)
- Enter your PIN number - birth date (formatted as mmddyy).

Contact the Office of the Registrar at (478) 445-6286 if you need assistance with your myCATS login. To reset your password, click on the Having problems logging in? or Forgot Your Password or Need to Re-enable Your Account? links. If you are still experiencing difficulty, please contact the Office of the Registrar at (478) 445-6286 for more assistance. After you have logged in to myCATS you may take advantage of the following services:

### Access Ecats E-Mail

Every GCSU student has an Ecats E-mail account. This e-mail is considered an official mode of communication between GCSU faculty, administration and students. Check your e-mail account everyday for important communications from registration to class assignments to graduation.

- Click on the e-mail icon at the top right corner of the page
- Your e-mail address is usually formatted as  
firstname\_lastname@ecats.gcsu.edu

Contact the SERVE Helpdesk if you need assistance with your Ecats e-mail (478-445-SERV).

### Print Your Schedule:

- Click on Student Tab at top
- In Paws Links click on Registration Menu
- Click on GCSU Printable Schedule
- Select Term
- Print your schedule with the browser print button

### Find Your Advisor:

- Click on Student Tab at top
- In Paws Links click on Student Records
- Click on GCSU Tranguide

- Select Term
- Scroll down to Academic Information to find your advisor's name.
- If your advisor is not listed, please contact your major department.

### Find the Academic Calendar:

- Click on Student Tab at top
- Scroll down to My Student Links
- Click on Academic Calendar

### Find the Catalog:

- Click on Student Tab at top
- Scroll down to My Student Links
- Click on Catalogs

### Register for Classes:

In order to register you may not have any holds on your account. To check for holds:

- Click on Student Tab at top
- Scroll down to PAWS Links
- Click on Student and Financial Aid
- Click on Student Records
- Click on View Holds

When all holds that prevent registration are cleared you may continue with registration.

- Go back to Student and Financial Aid in PAWS
- Click on Registration
- Click on Select Term
- Click on Add or Drop Classes
- Enter or search for desired courses

If you need help registering, please contact your academic adviser.

### Financial Aid

Access your Financial Aid Awards

- Select the Student Tab
- Select PAWS main menu
- Select Student and Financial Aid
- Select Financial Aid
- Select Bobcat DEN
- Select term
- Select aid year

### Pay For Your Classes (credit card and webcheck)

- Select Student Tab
- Select Student Account Center
- View Account Activity
- Select Make Payment

### Course Offerings

- Click on Student Tab at top
- Scroll down to PAWS
- Click on C.A.T.S.

### Tranguide (unofficial transcript) and Grade Reports

- Click on Student Tab at top
- Scroll down to PAWS

- Click on Student Records
- Click on GCSU Tranguide

### Transcript Requests

- Click on Student Tab at top
- Scroll down to PAWS
- Click on Student Records
- Click on Request Printed Transcript

### Enrollment Verification

- Click on Student Tab at top
- Scroll down to PAWS
- Click on Student Records Tab
- Click on Enrollment Verification Menu

### DegreeWorks

To check on your progress toward graduation, requirements met or needed.

- Click on Student Tab at top
- Click on DegreeWorks link on left hand side

### Transfer Equivalencies

- Click on Student Tab at top
- Scroll down to PAWS
- Click on Main Menu
- Click on T.A.I.L.

Other important information may be found on the web at:

<http://www.gcsu.edu>

### THE FOLLOWING FORMS ARE FOUND AT

<http://www.gcsu.edu/registrar/otherservices>

- Registration
- Graduation
- FERPA
- Immunization
- Veterans
- And other forms...

There is also a GPA calculator on this page.

## Contact Information

(All area codes = 478)

Admissions, Graduate.....	445-6289
Admissions, Undergraduate.....	445-1283
Business Office.....	445-5254
Center for Student Success.....	445-1628
Financial Aid.....	445-5149
Office of the Registrar.....	445-6286
Orientation and New Student Programs.....	445-0948
University Housing.....	445-5160
Veterans Affairs.....	445-6285