

# *Are you ready for Registration??*

## **Early Preparation:**

1. Review your DegreeWorks audit (found in PAWS) for remaining requirements in your Core Curriculum and degree program. Make note of courses you would like to take for Spring 2019 courses.
2. Review course descriptions in the undergraduate catalog in order to check for any necessary pre-requisites. Pre-requisites are courses that must be successfully completed prior to enrolling in a subsequent course (Ex: ENGL 1102 is a pre-requisite for ENGL 2110.) <http://catalog.gcsu.edu/en/2018-2019/Undergraduate-Catalog/Course-Descriptions>
3. Check your holds. If you have holds on your record (immunization, parking ticket, library fine, etc.) make sure you clear them well before your scheduled registration time. Library fines and parking tickets (especially if paid online) typically need a 24-hour period to clear.
6. Watch the Registrar's Office how-to video on Registration, found at  
[https://www.youtube.com/watch?v=6GPgJbwr\\_8Q](https://www.youtube.com/watch?v=6GPgJbwr_8Q)

## **Go shopping for your class schedule:**

1. Visit the online Class Schedule (formally C.A.T.S.) in PAWS (you can view the Class Schedule whether you are logged into the secure area of PAWS or not).
2. Select the term for which you are looking up courses – Spring 2019.
3. Select the subject for which you are looking up courses – i.e., ENGL, PSYC, MATH, HIST, POLS, etc.
4. Begin to build your schedule by reviewing course offerings and selecting from among the options listed.
  - a. Pay close attention to the days and times to make sure your selections do not conflict or overlap, time wise.
  - b. Pay close attention to the course labels – some sections have special designations and may be reserved for particular groups of students – ex: Honors, Biology Majors, “Majors Only,” etc.
  - c. Science lectures have a co-requisite lab and you must register for both lecture and lab – if specific lab times are not listed, then the lab is combined with the lecture, and you must pair the section numbers together for registration purposes.
  - d. Note the class location – if your classes are back-to-back will you be able to travel from one to the other in the 10 minute class change period?
5. Be sure to have multiple schedule scenarios planned with backup options in case courses fill and close.
6. Record the 5-digit “CRN number” for each course for which you hope to register. Be super sure you’re viewing the correct semester term/year. A helpful way to distinguish between terms is the CRN numbering system:
  - a. Fall CRNs always begin with “8”
  - b. Summer CRNs always begin with “5”
  - c. Spring CRNs always begin with “2”

## Just Prior to Registration

1. Check your scheduled registration time. The Registrar's Office will email your time ticket info to you using your Bobcats email. Registration begins each morning at 7:00 a.m. The general schedule is:
  - a. Day 1 – Monday, October 22nd: Graduate students, Seniors (undergraduate students with 90+ earned hours), and approved priority registration students.
  - b. Day 2 – Tuesday, October 23rd: Juniors (undergraduate students with 60-89 earned hours)
  - c. Day 3 – Wednesday, October 24th: Sophomores (undergraduate students with 30-59 earned hours)
  - d. Day 4 – Thursday, October 25th: Freshmen (undergraduate students with 0-29 earned hours)
2. Make sure no new holds have been added to your record – especially parking tickets and library fines.
3. **As registration week begins, monitor your desired courses. Carefully watch the “enrolled” and “available” numbers. If a class fills and closes, adjust your registration plan with your backup course selections.**
4. **Registration closes each night at midnight. The night before you register, check each of your desired courses after midnight. Are seats still available? If so, they will be there for you to try to grab at 7:00 a.m. (but other students will be trying to grab them as well!) Check your alternates and make sure they still have seats available, too.**

## On Registration Day

1. Wake up prior to 7:00 a.m. so you have time log onto PAWS and be ready with your list of CRN numbers.
2. Log into PAWS. Click on the “Student Services” tab to get to the “Registration” menu.
3. At 6:59 start clicking on the “Add or Drop Classes” link (or use “refresh” depending on your internet browser).
4. Once registration begins and you get into the Add or Drop Classes page, quickly enter all of your CRN numbers, in the row of boxes – 1 CRN per box.
5. Click Submit.
6. Review your registration results. Hopefully, you'll see notations of “*Web Registered*.” If a class has closed, you may select “wait list” from the drop down box to jump on a wait list. (If you find another agreeable section of a course for which you are also on the wait list, you'll have to remove yourself from the wait list in order to add the other section of the class.)
7. If you are on a wait list, some available seat notifications may come quickly since so many students will be tweaking and adjusting their schedules during that initial flurry of registration activity. Immediately start watching your Bobcats email in case you are notified that your seat came available. If you receive a wait list notification, you have 24 hours to accept it or you will lose the seat and will have to rejoin the wait list at the end of the line.