

## Registering with Our New Format

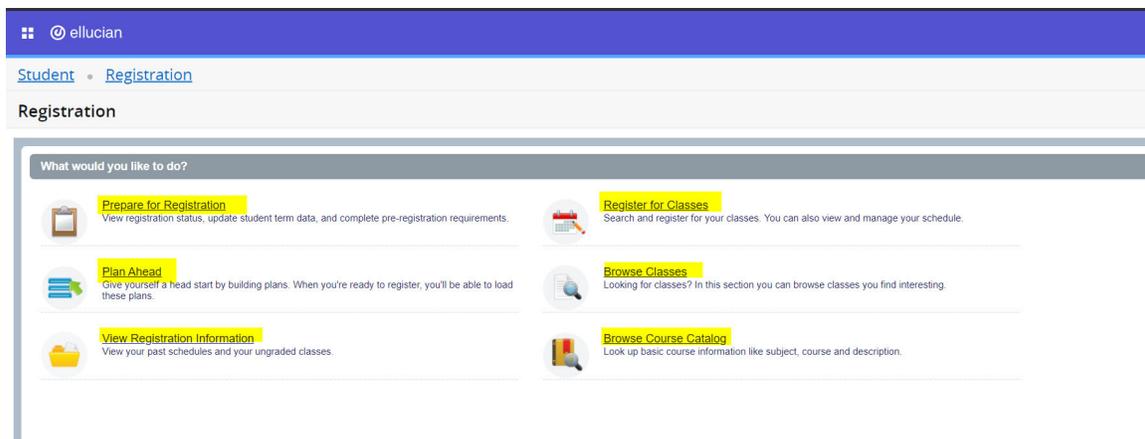
Over the next few months, we will be upgrading many aspects of our student information system. As we do, you may notice that a number of pages in PAWS have a new look. One of those pages is our registration or add/drop courses page.

If you're registering for your final semester and don't want to learn a new format, that's okay. Our "old" registration pages will still be available during the week of Spring 2021 registration. But if you still have a few semesters ahead, please transition over to our new format or use our College Scheduler registration option.

To register with the new format, log into your Unify account, select PAWS, click on the Student Services tab, and then look for "Register, Add, or Drop Courses Using Our New Format."

Right away, you'll notice an important note under that link. **The most important thing about using this new format is that you must click the submit button on the bottom right corner of your screen in order to register or change your schedule.**

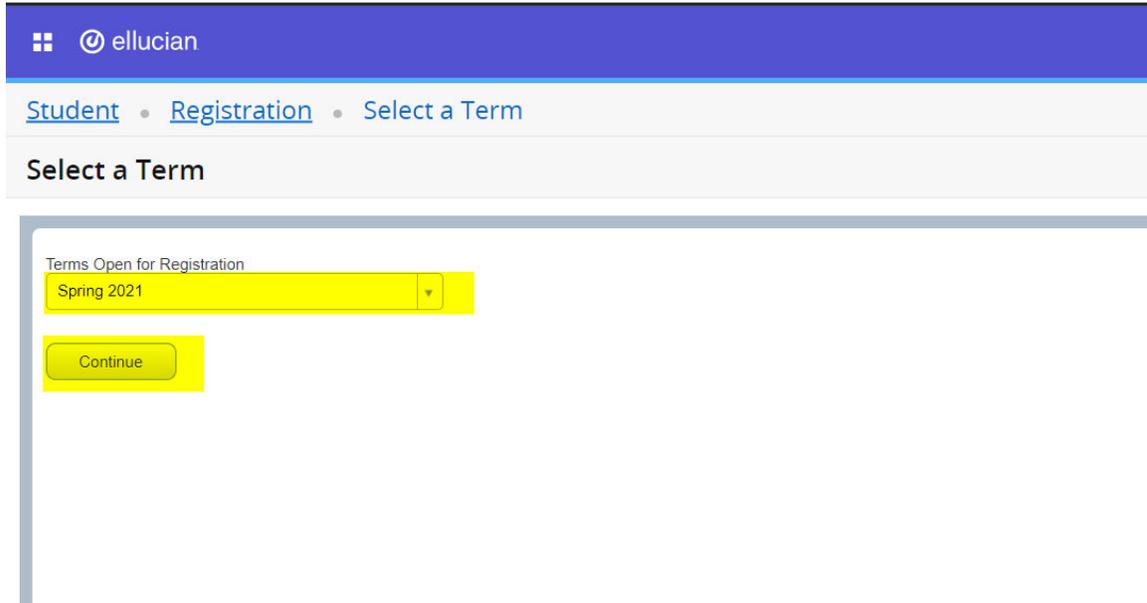
After you click that link, you will see the following screens and options. Select "Register for Classes." Please use the yellow highlights and red arrows on the following screenshots to see an overview of the rest of the process.



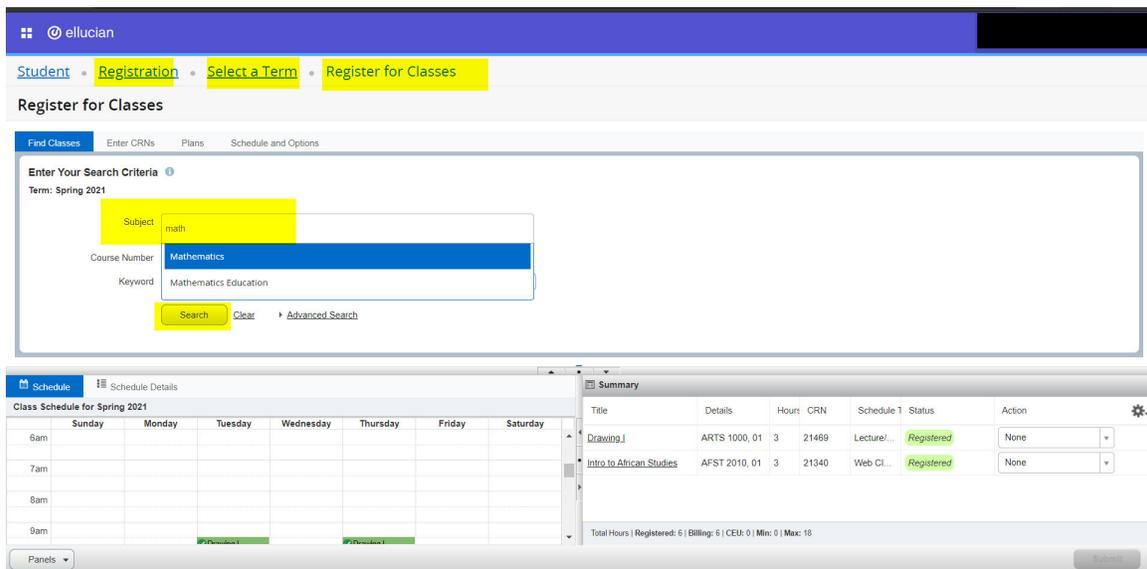
The screenshot shows the PAWS Registration page. At the top, there is a blue header with the user's name 'ellucian' and a navigation menu with 'Student' and 'Registration'. Below the navigation, the page title is 'Registration'. A section titled 'What would you like to do?' contains six options, each with a yellow highlight and a red arrow pointing to a specific icon or text:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

Select the registration term.



Search for classes using the top portion of the screen, or use the second tab to enter your CRNs directly. You can store registration plans using the third tab.



This student has already registered for two classes and has searched for a section of MATH 1001. She selects her preferred course and uses the add button on the right to move that course on her schedule. **But she is not registered yet.**

The screenshot shows the 'Register for Classes' page with search results for Mathematics in Spring 2021. Two sections of 'Quantitative Reasoning' are listed. The first section, taught by Santarone, Doris (P), is highlighted in yellow. The 'Add' button for this section is highlighted with a yellow circle. The second section, taught by Flowers, Kenneth (P), is also highlighted in yellow. Below the search results, a 'Schedule' tab shows a class schedule for Spring 2021, and a 'Summary' tab shows details for registered classes: 'Drawing I' (ARTS 1000, 01, 3, 21489) and 'Intro to African Studies' (AFST 2010, 01, 3, 21340).

This screenshot is similar to the first one, but with a red arrow pointing to the 'Add' button for the first 'Quantitative Reasoning' section. The 'Add' button is highlighted with a yellow circle. The rest of the interface, including the search results, schedule, and summary, is identical to the first screenshot.

Next, she clicks the submit button on the bottom right hand side of the screen to register for the course. If there are no errors preventing her from registering, the status will change from “pending” to “registered” and there will be a notice in the upper-right hand corner that the registration was successful. If there were an error that prevented registration, information about the error would appear in that same area.

The screenshot shows the 'Register for Classes' interface. At the top, navigation links include 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The main area displays search results for Mathematics in Spring 2021. A table lists courses like 'Quantitative Reasoning Lecture' and 'Intro to Mathematical Mo...'. The 'Summary' table on the right shows the status of selected courses. The 'Quantitative Reasoning' course is currently in a 'Pending' state. A red arrow points to the 'Web Registered' dropdown menu in the 'Action' column. Another red arrow points to the 'Submit' button at the bottom right of the interface.

This screenshot shows the same 'Register for Classes' interface after a successful registration. A green notification banner at the top right reads 'Save Successful'. In the 'Summary' table, the status for 'Quantitative Reasoning' has changed from 'Pending' to 'Registered'. Red arrows point to the 'Registered' status in the 'Status' column and to the 'Submit' button at the bottom right.

After registration, we always recommend that you return to the student services page in PAWS and review your schedule. This is the best way to verify that you are indeed registered in the courses you chose.

# Contact Information

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