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.
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.
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.

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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