

# Registration Instructions for Currently Enrolled Degree-Seeking Students

## Prior to Your Registration Time

Make an appointment with your academic advisor. All undergraduate students are advised by a professional full-time academic advisor, located in the [Advising Center](#) on the second floor of Lanier Hall. Graduate students are generally advised by their program coordinator. Advisors' schedules fill quickly near registration, so do not wait until the last minute to make your appointment.

To prepare for your advising appointment, review your DegreeWorks degree audit worksheet. To access your audit, log in to [Unify](#) and then select PAWS, Student Service Tab, Student Records, Degree Works. Your audit worksheet will help you:

- identify courses that you need to complete your degree program
- ensure that any courses you transferred to Georgia College are applied as you expected
- ensure that you are not registering for courses that cannot be used toward your degree program.

If you have any questions about courses or requirements, be prepared to ask your academic advisor during your advising appointment.

Review the course schedule. The course schedule can be found in the PAWS main menu under Semester Course Schedule. (If you are on the Student Services Tab, you will need to click "Return to Menu" to access this screen.) After selecting the registration term from the drop down menu, you may search for specific subjects, class times, instructors and locations by choosing options in the drop down menus.

Prepare a list of desired courses and alternates. Prepare a list of courses, including the Course Reference Numbers (CRNs) in which you would like to enroll. The CRN is the unique five digit number listed for each class, and is the number you will need to register. Each course section has one CRN. Fall course CRNs begin with the number 8. Spring course CRNs begin with the number 2, and Summer course CRNs begin with the number 5. Be sure to also select alternate courses and times.

Find your registration time. Your registration start time is determined by your current class standing and does not include hours in which you are currently registered. Currently enrolled students will receive an email with their registration time via their bobcats email. You can check your registration time by logging into [Unify](#), and then selecting PAWS, Student Services, Registration, and Registration Status. You may also check the [academic calendar](#) for specific registration times.

Registration occurs in mid-March for the Summer and Fall terms and in late October for the Spring term. Registration follows this schedule, beginning each day at 7 a.m.

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| Day 1: | Graduate students, seniors (undergraduate students with 90+ earned hours), and approved priority registration students |
| Day 2: | Juniors (undergraduate students with 60-89 earned hours)   |
| Day 3: | Sophomores (undergraduate students with 30-59 earned hours)  |
| Day 4: | Freshmen (undergraduate students with 0-29 earned hours)   |

***Students are strongly encouraged to register at their first available registration time to ensure the best selection of courses.***

Amendment 23 and TAP (USG Tuition Assistance Program) students may register only on a space-available basis. Your registration time begins one week before the beginning of the semester.

Check your registration holds. Certain holds, including immunization, parking, and library holds, may prevent you from registering for classes. Your hold status can be viewed by logging into [Unify](#), and then selecting PAWS, Student Services, Student Records, View Holds. Holds that block registration will include the word "Registration" in the "Processes Held" column; a hold of "Advising Hold Temporarily Released" does not prohibit registration. If you have any questions about your holds, contact the office listed on each hold description. The number listed next to the hold is the office phone number; all Milledgeville campus phone numbers begin with 478-445-xxx. Do not wait until the last minute to clear a hold; most holds take 24 hours to clear and can only be resolved during business hours.

Keep Your Appointment with Your Academic Advisor.

### **At Your Registration Time**

Log In a Few Minutes before Your First Available Registration Time. Registration begins precisely at 7 a.m. each morning and tends to end quickly. In order to get your choice of classes, be sure you are logged in to Unify and PAWS before the 7 a.m. registration start time and that you are ready to go the second registration begins.

Before the start time, log in to Unify, then select PAWS, Student Services, and Registration.

Register. There are currently three ways to register. The next paragraph explains the “old” format, which will be used through the week of Spring 2021 registration. You may also register using the “new” format or through College Scheduler. Information and screenshots that explain these options are also available on our registration web page.

If you are using the “old” format, select the term for which you are registering. (If you are registering for summer and fall and your summer courses are prerequisites for fall courses, you should register for summer first.) Then select Add or Drop Classes. Once your registration time begins, this link will take you to the screen where you can enter your desired CRNs or search for additional class options. Enter your CRNs and then click submit. Be sure to carefully review the next screen, which will either confirm your registration or give you a registration error.

If you need assistance with errors that occur during your registration process, click on the Resolving Errors during Registration link on the Add/Drop courses page or consult the Resolving Registration Errors document on the Registrar’s Office web site for additional instructions.

If a class is closed and has a waitlist then a drop down box will appear. Change the course status to waitlist and click submit to reserve a spot on the waitlist. Be sure to review the information about wait listed courses so you know how to accept a seat if it becomes available and how to sign up for text message alerts.

### **Immediately After Registration**

If Needed, Research Additional Schedule Options. If you do not get your preferred schedule or a complete schedule on your first attempt, use the following strategies to complete your schedule:

- Look for other sections of the same course that are still open. You may need to take a class at 8 a.m. when you’d really prefer 9 a.m. or take a class with a different professor than the one you planned to take.
- Look for other courses that fulfill the same requirement. For instance, in Area C of the core, an undergraduate can not only use ENGL 2110 and PHIL 2010, but also AFST 2010, BLST 2010, IDST 2305, and RELI 1111. You can wait list one section of every course to better your odds of receiving a seat that fulfills a certain requirement.
- Look for other courses that you need to complete, and, if you do not need additional prerequisites, register for those courses instead.

- Wait list desired courses if that option is available. Departments often use wait lists to determine the need for additional sections or seats, so this is the best way to record your desire to take a specific course.
- Assess your position for any courses for which you are wait listed. If your wait list position is higher than 10, you definitely need to have some other options secured as soon as possible.

As an undergraduate, you are not finished registering until you have a full-time schedule of at least 12 hours (15 hours preferred).

Review Your Schedule. Double-check your schedule by clicking on the GCSU Printable Schedule on the Registration menu. This will help you ensure that no mistakes were made during the registration process.

Review Your DegreeWorks Degree Audit Worksheet. Make sure that all the courses that you registered for are counting toward your degree in the way you intended. If you have questions after reviewing this information, consult your academic advisor or the Registrar's Office.

### **After Registration**

After your schedule is finalized, visit the Student Account Center to pay for your courses. You are not officially enrolled in your courses until your account is paid in full. The payment deadlines are posted on the [academic calendar](#).

## Contact Information

Registrar's Office  
Georgia College  
Parks Hall 107, Campus Box 069  
Milledgeville, GA 31061  
Office: 478-445-6286  
Fax: 478-445-1914  
Email: [registrar@gcsu.edu](mailto:registrar@gcsu.edu)

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