

How to Log in to Unify and PAWS

Instructions on accessing your Unify account are included in your acceptance package from the Office of Admissions. When you visit <http://unify.gcsu.edu> for the first time, you will use the “Initial Student Access” link to set up your Unify account.



Enter your GCID (the number that begins with 911-), your full Bobcats email address (also in your acceptance package), your date of birth, and your choice of password. Once inside Unify, be sure to also use the “MyPassword” feature to establish self-service options to manage your password.

If you have difficulty establishing your Unify account, please contact our SERVE Desk at 478-445-7378 (SERV).

How to Submit Your POUNCE Course Preference Form

1. Log in to Unify (<http://unify.gcsu.edu>) using the instructions above.
2. Click on the PAWS link:



3. Choose the "Menu for New and Returning Students" tab.
4. Click on "POUNCE Registration."
5. Follow the directions provided to complete the form.
6. Before finalizing your preferences, review them carefully as you may POUNCE only once.

For questions about the POUNCE Course Preference Form, contact The Academic Advising Center at advising@gcsu.edu or (478) 445-2361.

POUNCE Tips

- Utilize Internet Explorer (preferred) or Google Chrome
- Make sure that you check the number of characters left in text boxes.
 - If using Chrome make sure at least 10 characters are left due to Chrome adding information during submission
 - Do not use the “Enter” key in text boxes
- You do not have to select the major that you listed on your application
- You will have to choose courses for all course areas. If you are bringing in credit, the advisor will keep this in mind when building the schedule.
- Additional information can be found at <https://www.gcsu.edu/advising/pounce>

A special note about Math Placement: For assistance with determining which math course to choose, visit the Math Placement web site at <http://gcsu.edu/artsandsciences/math/placement>

A special note about Foreign Language Placement: (<http://www.gcsu.edu/artsandsciences/wlc/testing>)

Depending on your major, you may be registered for an initial language course based on the results of your WebCAPE Test for Foreign Language Placement. If your major requires a foreign language course (predominantly any majors under a B.A. or B.S. degree) your first semester and you have not yet completed the foreign language placement test, please follow the instructions below.

1. Login to PAWS using the instructions above
2. Choose the "Student Services" tab
3. Click on "Registration"
4. Click on "WebCAPE Test for Foreign Language Placement"
5. Choose your desired language
6. Click on "Take Placement Exam"

How to View Your Schedule

Once you have submitted the POUNCE Course Preference Form, an advisor will create your schedule for Fall 2021. Approximately 10 - 15 business days after you submit your POUNCE Course Preference Form, you will receive an e-mail at your Georgia College Bobcats e-mail account to let you know that your schedule is complete. At that time, you will be able to view your schedule online.

1. Login to Unify and PAWS using the instructions above.
2. Select the "Student Services" tab.
3. Choose "Registration" from this list.
4. Click on "GCSU Printable Schedule" to view your schedule.

Note: Be sure to select the appropriate term for the schedule you wish to view (Fall 2021).

Schedules are subject to change. Periodically check your schedule online and remember to re-print your schedule at the beginning of the semester.

Check Your E-mail Regularly

Every Georgia College student has a Bobcats e-mail account. This e-mail is considered the official mode of communication between Georgia College faculty, administration and students. Check your e-mail account every day for important communications from registration to class assignments to graduation.

1. Access your email account thru Unify. Select "Student GMail".



2. Enter your bobcats e-mail address (provided in your acceptance letter from the Office of Admissions*). Click "Next" and follow steps to set up your email account.

*Note: For students who may share the same name, numbers are added to the account, such as "john.doe1" or "jane.doe2"

Contact the SERVE Helpdesk at 478-445-SERV (7378) if you need assistance with your Bobcats e-mail.

