

STEP 1: SET UP ONLINE STUDENT ACCOUNT

Your PAWS account will allow you to pay your confirmation and housing deposits, POUNCE, print your schedule, find your advisor, access financial aid awards, pay for your classes, view course offerings and much more!

1. Visit <http://unify.gcsu.edu/>
2. Select the **"MyPassword"** tab along the top bar
3. Select **"Set Initial Password"** to enroll in the system by setting unique security questions
4. Refer to your acceptance letter for your **GCID number** and **bobcat email address**
5. Complete the information and select **submit**
6. You will be brought back to the main unify.gcsu.edu page
7. Now you are ready to log in and explore the virtual world of GC!

For questions about creating your account, contact our Serve Help Desk at: serve@gcsu.edu or (478) 445-7378.

STEP 2: ENROLL IN DUO

1. Log in to Unify (<http://unify.gcsu.edu>) using your GC student (@bobcats.gcsu.edu) credentials.
2. Select the green **"DUO Enroll"** button; located near the center of the screen
3. Enter your student credentials. Follow the steps to install and enroll in DUO
4. When you reach the screen that verifies your successful enrollment, press **Logout**
5. If you have a second phone that can be used for authentication, you will select **"DUO Self Service"** button in Unify. Once you enter your username and password, DUO will prompt you to authenticate using the method that you just created. Once fully authenticated, please add a second (or more) method to authenticate.
6. When you're finished, please press **Logout**

STEP 3: SUBMITTING CONFIRMATION DEPOSIT BY CREDIT CARD

To reserve your space in the freshman class, you must submit your non-refundable, \$200 confirmation deposit. Once we receive your confirmation deposit, you will be able to move forward with housing and registration. The deadline to submit your confirmation deposit is *May 1*. If you pay the deposit online, you **will not** have to turn in the enclosed Confirmation of Acceptance sheet.

1. Visit <http://unify.gcsu.edu/>
2. Enter your GC email address and Unify password
3. Access **PAWS** from the third tab at the top or from the PAWS icon under the student tab
4. Choose **"Student Account Center"** tab
5. Select **"Student Account Center"** link
6. Select the **"GC Student Account Center"** button (*you will be sent to a different web page*)
7. Select **Deposits** tab located along the top bar
8. Select entry **term** for making a payment (*term your student will begin*)
9. Click on the **"Select"** button
10. Under **"Select Deposit Payment"**, choose **"Confirmation Deposit"** from the Deposit Account dropdown and click on the **"Select"** button
11. Proceed to make the deposit payment by selecting **"Continue"**
12. Select the credit card payment method and click on **"Select"**

13. Enter credit card information and select **“Continue”** to submit confirmation deposit and complete payment

For questions about the confirmation deposit, contact the Office of Admissions at: admissions@gcsu.edu or (478) 445-2774.

STEP 4: POUNCE (COURSE PREFERENCES)

POUNCE is our registration process for all newly admitted freshmen. Using preferences you indicate on your POUNCE form, an advisor will register you for classes based on those preferences, your chosen major and available courses. *Pounce registration will be available after submitting the confirmation deposit.*

Once you have submitted the POUNCE Course Preference Form, an advisor in your major department will create your schedule. 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 on line.

1. Visit <http://unify.gcsu.edu/>
2. Enter your GC email address and Unify password
3. Access **PAWS** from the third tab at the top or from the PAWS icon under the student tab
4. Choose **“Menu for New and Returning Students”** tab
5. Select **“POUNCE Registration”**
6. Follow the directions provided to complete the form
7. Before finalizing your preferences, review them carefully as *you may POUNCE only once*

For questions about the POUNCE Course Preference Form, contact The Center for Student Success at: success@gcsu.edu or (478) 445-2361.

STEP 5: HOUSING CONTRACT AND DEPOSIT

Please allow 24 hours for confirmation deposit to clear before completing the housing contract.

1. Visit <http://unify.gcsu.edu/>
2. Enter your GC email address and Unify password
3. Click on the **“Service Apps”** tab at the top of the screen
4. Click on the **“Housing Application”** icon (icons are in alphabetical order)
5. If the application does not open, you will need to allow pop-ups for the site
6. Click the **“Housing Application”** link at the top of the screen
7. Select the term that you are applying for and follow the on-screen instructions

For questions about the housing contract, the \$200 deposit or \$35 application fee, contact University Housing at: housing@gcsu.edu or (478) 445-5160.

Student E-mail

Your Bobcats e-mail account is considered the official mode of communication between Georgia College faculty, administration and students. Your e-mail address should be activated within *3 business days*.

1. Visit <http://unify.gcsu.edu/>
2. Select **“Student GMAIL”** icon located on the main page
3. Enter your bobcats e-mail address (*located in your acceptance letter*)
4. Select **“Next”** and follow the steps to set up your email account

For questions about your Bobcats email, contact our Serve Help Desk at: serve@gcsu.edu or (478) 445-7378.

FINAL STEPS:

- **Complete** the FAFSA and/or GSFAPPS by **July 1**
- **Provide** Lawful Presence Verification by **July 1**
- **Complete** your certificate of immunization, emergency contact form and special needs request (*found in admission packet*)
- **Register** for New Student Orientation at www.gcsu.edu/orientation
- **Request** your final high school transcript be sent to Georgia College prior to **July 15**. Official copies should be sent to admissions@gcsu.edu or GC Office of Admissions, Campus Box 023, Milledgeville, GA 31061