

## 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, select the MyPassword" tab along the tap bar.

Select "Set Initial Password" to enrolled in the system. 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 you log into UNIFY select DUO Self-Service to enroll in our DUO authentication system.

If you have difficulty establishing your Unify account, please contact our SERVE Desk at 478-445-7378 (SERV) or [serve@gcsu.edu](mailto:serve@gcsu.edu).

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## 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 and log in using your UNIFY credentials.



3. Click the DUO icon to verify your identity and approve your login request. You will be redirected to PAWS.
4. Choose the "Menu for New and Returning Students" tab.
5. Click on "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 Academic Advising Center at [advising@gcsu.edu](mailto:advising@gcsu.edu) or (478) 445-2361.

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## POUNCE Tips

- Use 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! If you have changed your mind select the major you wish to pursue and we will get your record updated.
- You will need to choose courses for all course areas. If you are bringing in credit the academic advisor creating your schedule will keep this in mind.
- Additional information can be found at <https://www.gcsu.edu/advising/pounce>
- Use your cell phone number as the daytime phone number. Academic advisors will use this number to contact you if needed.
- Remember you can not make a mistake on the POUNCE form!

**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"

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### How to View Your Schedule

Once you have submitted the POUNCE Course Preference Form, an advisor 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 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.

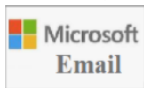
**Schedules are subject to change. Periodically check your schedule online and remember to re-print your schedule at the beginning of the semester.**

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### 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 "Microsoft Email".



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: Numbers are added to the account for common names, such as "john.doe1" or "jane.doe2"

Contact the SERVE Helpdesk at 478-445-SERV (7378) or [serve@gcsu.edu](mailto:serve@gcsu.edu) if you need assistance with your Bobcats e-mail.

