important new student
NEXT STEPS

FOR MORE INFORMATION OR QUESTIONS ABOUT YOUR NEXT STEPS:
Please contact the Office of Admissions at 478-445-2294 or visit gcsu.edu/confirm
**required enrollment STEPS**

**STEP ONE**

**SET UP ONLINE STUDENT ACCOUNT**

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

1. Visit https://unify.gcsu.edu/
2. Select the "MyPassword" tab along the top bar.
3. Select "Set Initial Password" to enroll in the system.
4. Refer to your acceptance packet or admissions status page for your GCID number and bobcat email address.
5. Complete the information and select submit.

**Note:** Your Bobcats email is your official form of communication with the University. Be sure to check it regularly.

**STEP TWO**

**ENROLL IN DUO**

1. Navigate to Unify (unify.gcsu.edu), but do not log in.
2. Select the "DUO Enroll" tab located near the top right of the screen.
3. Enter your student credentials.
4. Follow the steps to install and enroll in DUO.
5. When you reach the screen that verifies your successful enrollment, please press "Logout."
6. You’re ready to log in and explore the virtual world of GCSU!

For questions about creating your account or enrolling in DUO, contact our IT help desk at: AskIT@gcsu.edu or (478) 445-7378

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**georgia college & state university**

**new student checklist**

- Visit your status check portal at admissions.gcsu.edu/status to see your enrollment checklist.
- Set up your online student account at https://unify.gcsu.edu/ and enroll in DUO.
- Submit your $200 confirmation deposit by May 1*.
- Submit your housing contract and $235 housing deposit by May 1*.
- Submit your POUNCE (course preference form) beginning February 1.
- Complete FAFSA by July 1.
- Provide Lawful Presence Verification by July 1.
- Complete certificate of immunization, emergency contact form, and special needs request.
- Register for New Student Orientation.
- Request your final high school transcript and any final college dual enrollment transcripts be sent to Georgia College & State University by July 15.
- If admitted using self reported test scores, send official scores by May 1.

*These are the given deadlines to complete these items, but we encourage you to complete these steps as soon as possible in order to secure the best housing and class selection.