NEXT STEPS

GCSU NEW STUDENT CHECKLIST

Note: We encourage you to complete your confirmation deposit, housing application and POUNCE form as soon as possible in order to secure the best housing and class selection. Spots fill quickly in the GCSU incoming class.

- ☐ Visit your application status portal at **admissions.gcsu.edu/status** to see your enrollment checklist.
- ☐ Set up your online student account at **my.gcsu.edu** and enroll in DUO. See instructions on reverse side.
- ☐ Submit your $200 confirmation deposit by **May 1**.
- ☐ Submit your housing application by **March 21** for your preferred residence hall type and roommate selections.
- ☐ Submit your POUNCE (course preference form) beginning **February 1**.
- ☐ If admitted using self-reported test scores, submit your official SAT, ACT or CLT scores to scool code 5252 or 0828, respectively, or submit Classic Learning Test (CLT) scores at cltexam.com by **April 1**.
- ☐ Provide Lawful Presence Verification by **July 1**.
- ☐ Complete certificate of immunization, emergency contact form and accommodation request.
- ☐ Register for New Student Orientation when it opens.
- ☐ Request your final high school transcript and any final college dual enrollment transcripts be sent to Georgia College & State University by **July 15**.

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: Enroll in Duo Authentication

1. Head to my.gcsu.edu. Do not attempt to log in.
2. Select “DUO Portal” at the top of the page.
3. Use your Bobcats email address and default password.
    a. If you do not know your GCID or Bobcats email address, both can be found in the top section of your application status portal.
    b. Your default password will be the following: Capitalized First Letter of Last Name + GCID + DOB (MMDDYYYY) + @GCSU
4. Follow the steps to install and enroll in DUO.
5. When you reach the screen that verifies your successful enrollment, please press “Logout.”



Step Two: Set Your Password and Campus Email

1. Log in to my.gcsu.edu.
2. Click on the Campus Email icon.
3. Use your Bobcats email address and default password to log in.
    a. When you log in to your Microsoft Email for the first time, you will be required to enroll in Microsoft Self-Service Password.
4. You can update your password by navigating to your Microsoft Email account settings once you are logged in for the first time.
5. Once you have successfully changed your password and updated your security settings, you are ready to use your account to access your GCSU resources! We suggest starting at my.gcsu.edu—from here you can pay your deposit, apply for housing and eventually view your class schedule.

Note: Your Bobcats email is your official form of communication with the University. Be sure to check it regularly. For questions about creating your Bobcat account or enrolling in DUO, contact our IT help desk at: AskIT@gcsu.edu or 478-445-7378.

Frequently Called Numbers:

Admissions 478-445-2294
Health Services 478-445-5288
Business Office 478-445-5254
Public Safety 478-445-4400
Financial Aid 478-445-5149
Registrar’s Office 478-445-6286
University Housing 478-445-5160