

## Registering with Our New Format

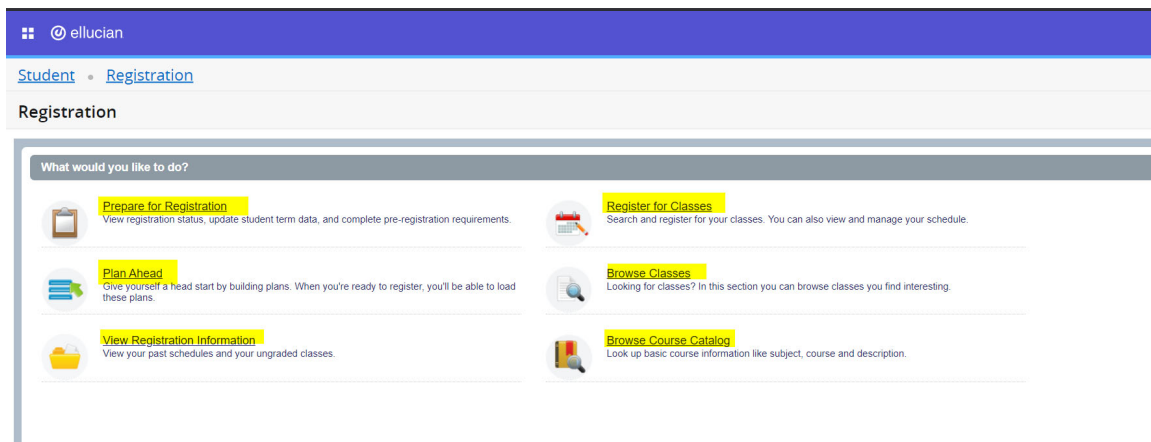
Over the next few months, we will be upgrading many aspects of our student information system. As we do, you may notice that a number of pages in PAWS have a new look. One of those pages is our registration or add/drop courses page.

If you're registering for your final semester and don't want to learn a new format, that's okay. Our "old" registration pages will still be available during the week of Spring 2021 registration. But if you still have a few semesters ahead, please transition over to our new format or use our College Scheduler registration option.

To register with the new format, log into your Unify account, select PAWS, click on the Student Services tab, and then look for "Register, Add, or Drop Courses Using Our New Format."

Right away, you'll notice an important note under that link. **The most important thing about using this new format is that you must click the submit button on the bottom right corner of your screen in order to register or change your schedule.**

After you click that link, you will see the following screens and options. Select "Register for Classes." Please use the yellow highlights and red arrows on the following screenshots to see an overview of the rest of the process.



The screenshot shows the PAWS Registration page. At the top, there is a blue header with the user's name 'ellucian' and a navigation menu with 'Student' and 'Registration'. Below the navigation, the page title is 'Registration'. A section titled 'What would you like to do?' contains six options, each with an icon and a description. The options are: 'Prepare for Registration' (calendar icon), 'Register for Classes' (calendar icon with a red arrow pointing to the 'Register for Classes' button), 'Plan Ahead' (calendar icon), 'Browse Classes' (magnifying glass icon), 'View Registration Information' (calendar icon), and 'Browse Course Catalog' (book icon).

ellucian

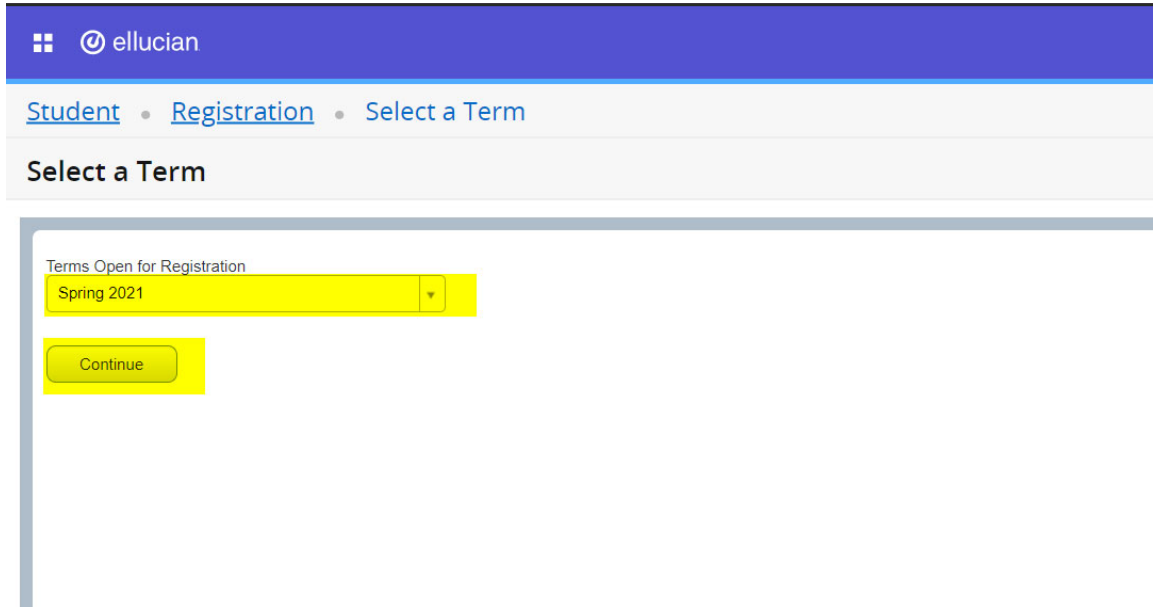
Student • Registration

Registration

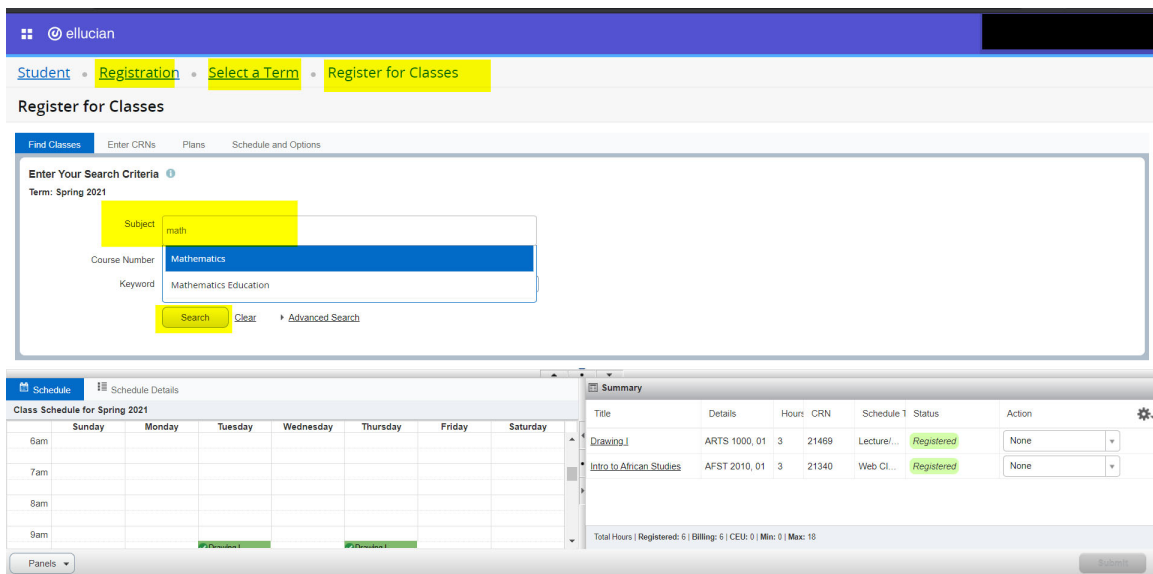
What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.

Select the registration term.



Search for classes using the top portion of the screen, or use the second tab to enter your CRNs directly. You can store registration plans using the third tab.



This student has already registered for two classes and has searched for a section of MATH 1001. She selects her preferred course and uses the add button on the right to move that course on her schedule. **But she is not registered yet.**

Student • Registration • Select a Term • [Redacted]

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 62 Classes  
Term: Spring 2021 Subject: Mathematics

Title	Subject Descri	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action	
Quantitative Reasoning Lecture	Mathemat	1001	01	3	20...	Spr...	Santarone, Doris (P...	S M T W T F S   01:00 PM - 01:50 PM	Typ	Ma...	49 of 49 seat 99 of 99 wait...	Area A Math for Non-Sci Majors Core Course Plagiarism Prevention is Used	Add
Quantitative Reasoning	Mathemat	1001	02	3	20...	Spr...	Flowers, Kenneth (	S   M T W T F   S   11:00 AM - 12:15 PM	Typ	Ma...	49 of 49 seat 99 of 99 wait...	Area A Math for Non-Sci Majors Core Course	Add

Schedule | Schedule Details

Class Schedule for Spring 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hour	CRN	Schedule 1	Status	Action
Drawing I	ARTS 1000, 01	3	21489	Lecture/...	Registered	None
Intro to African Studies	AFST 2010, 01	3	21340	Web Cl...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Student • Registration • Select a Term • Register for Classes

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Next, she clicks the submit button on the bottom right hand side of the screen to register for the course. If there are no errors preventing her from registering, the status will change from “pending” to “registered” and there will be a notice in the upper-right hand corner that the registration was successful. If there were an error that prevented registration, information about the error would appear in that same area.

The screenshot shows the 'Register for Classes' page in PAWS. The navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The main content area displays search results for Mathematics in Spring 2021. A table lists courses, including 'Quantitative Reasoning Lecture' (MATH 1001, 01, 3, 20, Spr, Flowers, Kenneth) with a status of 'Pending'. A red arrow points to the 'Web Registered' dropdown menu for this course. Another red arrow points to the 'Submit' button at the bottom right of the interface.

The screenshot shows the 'Register for Classes' page after successful registration. A yellow notification banner at the top right reads 'Save Successful'. The course 'Quantitative Reasoning Lecture' now has a status of 'Registered'. Red arrows point to the 'Registered' status and the 'None' dropdown menu for the 'Action' column. The 'Submit' button is now greyed out.

After registration, we always recommend that you return to the student services page in PAWS and review your schedule. This is the best way to verify that you are indeed registered in the courses you chose.

# Contact Information

Registrar's Office  
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Fax: 478-445-1914  
Email: [registrar@gcsu.edu](mailto:registrar@gcsu.edu)

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