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**

GEORGIA
COLLEGE
& STATE UNIVERSITY

required enrollment
STEPS

STEP ONE
1
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.
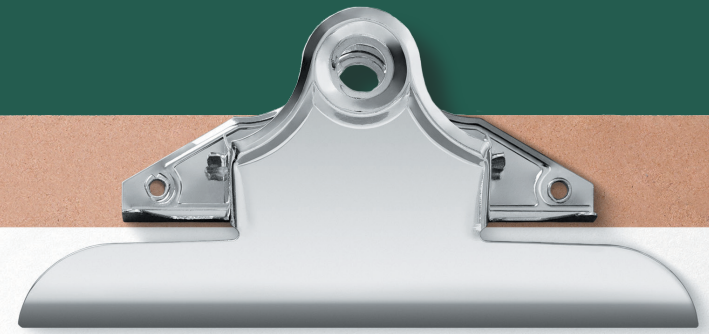
STEP TWO
2
ENROLL IN DUO

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

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.