

Registering for Classes

REGISTRATION DATES

Students are responsible for registering, adding, and dropping classes by posted deadlines. Please see the academic calendar for these dates.

INSTRUCTIONS

Registration is easier on a laptop or desktop computer. It is difficult to see all parts of the screen and error messages on a mobile device.

To register, log into your MyGCSU account, select PAWS, click on the Student Services tab, and then click the Registration tile. At that point, select "Register for Classes."

# @ 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.
Eina 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.	L	Browse Course Catalog Look up basic course information like subject, course and description.

Please use the following screenshots to see an overview of the rest of the process.

Select the registration term.



Use the fields on the "Find Classes" tab to search for class options. If you already have a list of preferred CRNs, you can use the second tab to enter them directly. If you already created saved registration plans, you can access them using the third tab.

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Class Sch	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	-	Title	Details	Hours	CRN	Status	Actio	n	\$.
6am								*	Biological Processes	BIOL 1100, 01	3	20014	Registered	Non	e	Ŧ
7am									Biological Processes Lab	BIOL 1100L, 06	1	20022	Registered	Non	e	¥
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11am								-	Total Hours Registered: 4 Bill	ng: 4 CEU: 0 Min: 0	Max: 999.9	999.999				
Panels	•															Submit

This example student has already registered for two classes and has searched for a section of GEOG. Next, she selected the preferred course and used the add button on the right to move that course to her schedule.

But she isn't registered yet.

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20176	GEOG	1101	02	Intro to Human Geog	rachy	3	SMTWTFS 09:30 AM	м-	10:45 AM Type: Class	30 of	30 seats re S	umpter. A	<u>my</u> (Primary)			Add	
20177	GEOG	1102	01	World Regional Geo	prachy.	3	SMTWTFS 02:00 P	м-	03:15 PM Type: Class	40 of	40 seats re E	ahrer, Ch	uck (Primary)			Add	
20179	GEOG	3530	01	Geography of Africa		3	S M T W T F S 02:00 P	м-	03:15 PM Type: Class	20 of	20 seats re S	lumpter, A	<u>my</u> (Primary)			Add	
20181	GEOG	4100	01	Adv Geographic Info	rmation	3	SMTWTFS 03:30 P	м -	05:20 PM Type: Class	15 of	15 seats re Q	etter. Do	ی (Primary)			Add	
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3 Schedule	III Sched	ule Details					-	1	E Summary							I	aition and Fees
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Next, she must click the submit button on the bottom right hand side of the screen to register for the course.

If there are no errors preventing registration, the status will change from "Pending" to "Registered". 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.

Summary					Tui	tion and Fees
Title	Details	Hours	CRN	Status	Action	\$
Vorld Regional Geography	GEOG 1102, 01	3	20177	Registered	None	•
Biological Processes	BIOL 1100, 01	3	20014	Registered	None	•
Biological Processes Lab	BIOL 1100L, 06	1	20022	Registered	None	•
Biological Processes Lab	BIOL 1100L, 06	1	20022	Registered	None	•
Total Hours Registered: 7 Billin	ng: 7 CEU: 0 Min: 0 M	Max: 999,9	99.999			



After registration, we always recommend that you check the Schedule and Options tab. This is the best way to verify that you are registered in the courses you selected.

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Biological Processes	BIOL 1100, 01	3	20014	Lecture	Normal	Undergraduate Sem	None	09/18/2024	Registered	Registered09/1	
Biological Processes Lab	BIOL 1100L, 06	1	20022	Supervised Lab	Normal	Undergraduate Sem	None	09/18/2024	Registered	Registered09/1	
Intro to Human Geography	GEOG 1101, 01	0	20175	Lecture/Supervi	Normal	Undergraduate Sem	None	10/24/2024	Waitlisted	Wait List10/24/2	
World Regional Geography	GEOG 1102, 01	3	20177	Lecture/Supervi	Normal	Undergraduate Sem	None	10/24/2024	Registered	Registered10/2	
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If you are waitlisted on a course click "Schedule Details" on the bottom half of the screen and click the arrow next to the course.

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Register for Classes										
Find Classes Enter CRNs	Plans Schedule an	nd Options								
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Title	Details	Hours	CRN ¢	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message 🔅
Biological Processes	BIOL 1100, 01	3	20014	Lecture	Normal	Undergraduate Sem	None	09/18/2024	Registered	Registered09/1
Biological Processes Lab	BIOL 1100L, 06	1	20022	Supervised Lab	Normal	Undergraduate Sem	None	09/18/2024	Registered	Registered09/1
Intro to Human Geography	GEOG 1101, 01	0	20175	Lecture/Supervi	Normal	Undergraduate Sem	None	10/24/2024	Waitlisted	Wait List10/24/2
World Regional Geography	GEOG 1102, 01	3	20177	Lecture/Supervi	Normal	Undergraduate Sem	None	10/24/2024	Registered	Registered10/2
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World Regional Geography Geogra 13/2025 05/05/2025 SM T w T tructor: <u>Fahrer, Chuck</u> (Primary) N: 20177	phy 1102 Section 01 Cl.	ass Begin: 01/13/ 15 PM Type: Class	2025 Class E Location: Ma	ind: 05/05/2025 in Campus Building: /	Arts & Sciences Room: 24	2			Registered	
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Once the course information is expanded you will be able to view your waitlist position.

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Title	* Details	Hours	CRN 0	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Biological Processes	BIOL 1100, 01	3	20014	Lecture	Normal	Undergraduate Sem	None	09/18/2024	Registered	Registered09/1
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Intro to Human Geography	GEOG 1101, 01	0	20175	Lecture/Supervi	Normal	Undergraduate Sem	None	10/24/2024	Waitlisted	Wait List10/24/2
Norld Regional Geography	GEOG 1102, 01	3	20177	Lecture/Supervi	Normal	Undergraduate Sem	None	10/24/2024	Registered	Registered10/2
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Additional resources including videos are available online at: https://www.gcsu.edu/registrar/registration

CONTACT INFORMATION

Registrar's Office Georgia College & State University Parks Hall 103, Campus Box 069 Milledgeville, GA 31061 Office: 478-445-6286 Fax: 478-445-8535 Email: registrar@gcsu.edu

Change Log: Updated October 25, 2024