

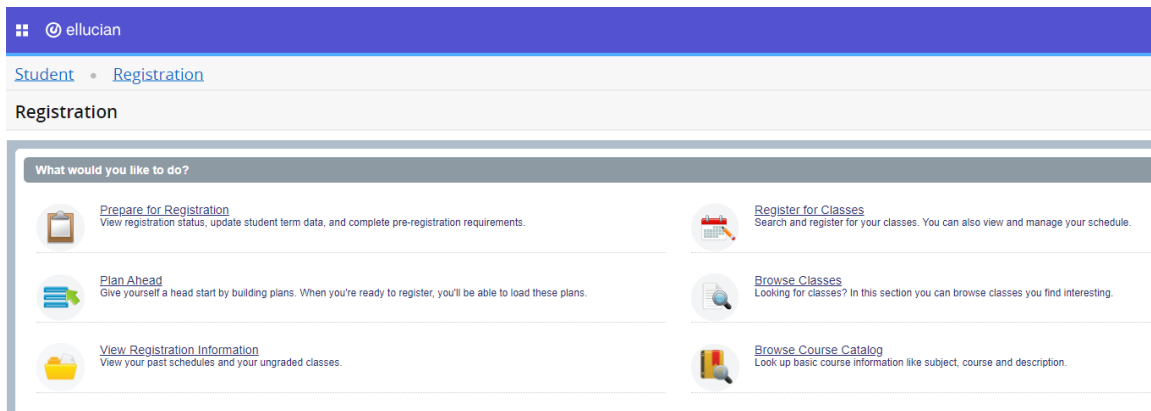
REGISTRATION DATES

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

INSTRUCTIONS

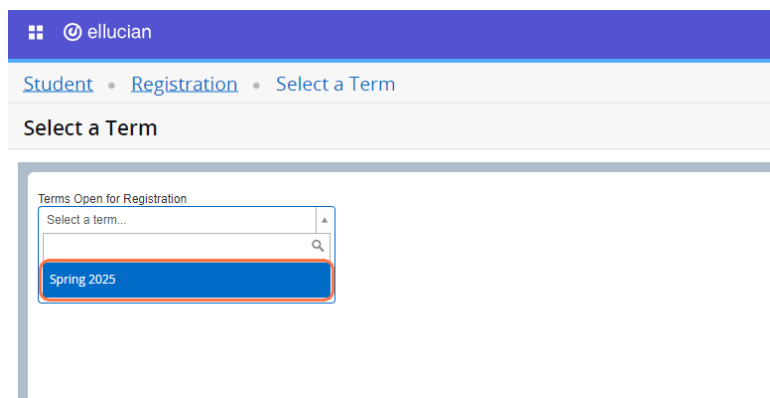
Registration is easier on a laptop or desktop computer. It is difficult to see all parts of the screen and error messages on a mobile device.

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.”

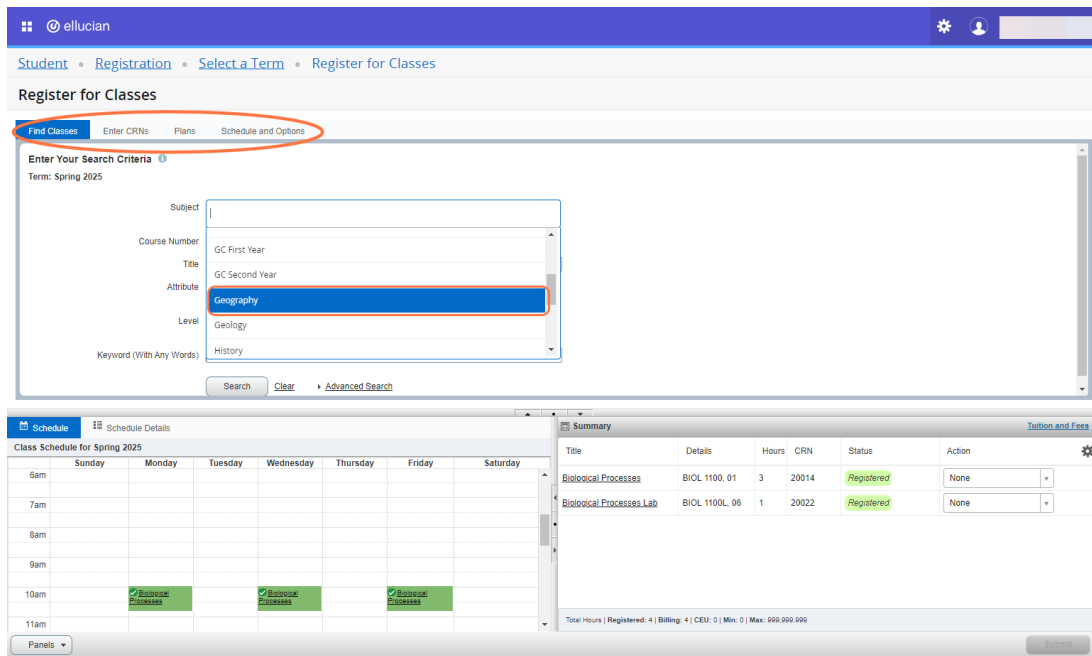


Please use the following screenshots to see an overview of the rest of the process.

Select the registration term.

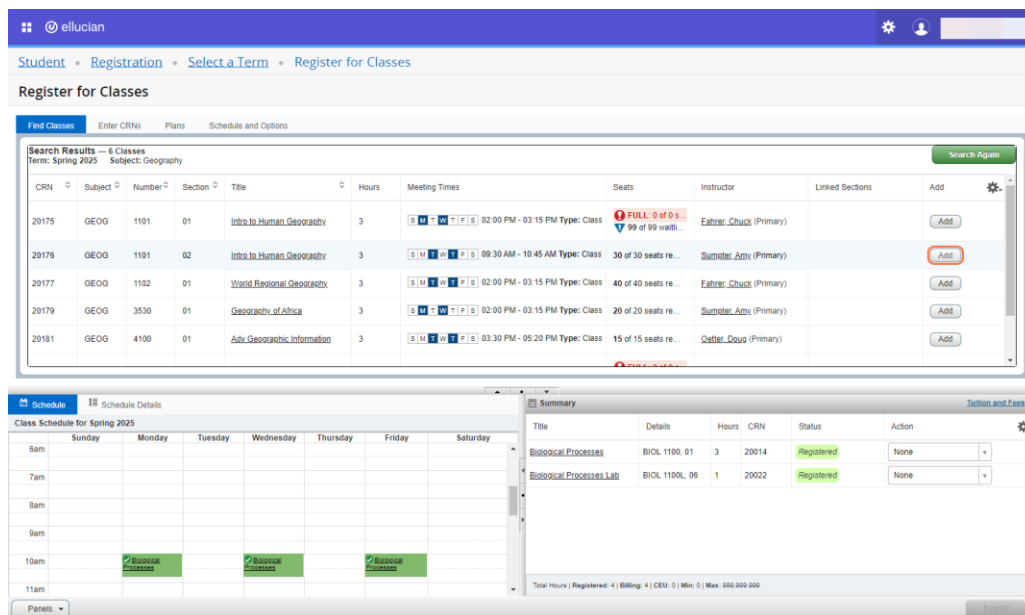


Use the fields on the “Find Classes” tab to search for class options. If you already have a list of preferred CRNs, you can use the second tab to enter them directly. If you already created saved registration plans, you can access them using the third tab.



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.



Next, she must **click the submit button on the bottom right hand side of the screen to register for the course.**

Title	Details	Hours	CRN	Status	Action
World Regional Geography	GEOG 1102, 01	3	20177	Pending	Registered
Biological Processes	BIOL 1100, 01	3	20014	Registered	None
Biological Processes Lab	BIOL 1100L, 06	1	20022	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 999,999.999

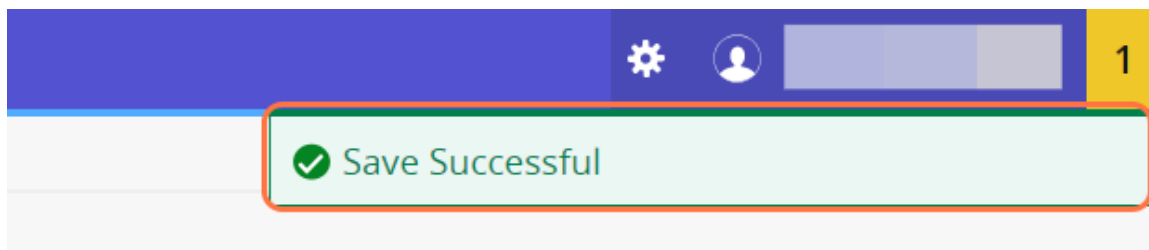
Submit

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.

Title	Details	Hours	CRN	Status	Action
World 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

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit



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.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a 'Summary' section with a table of registered and waitlisted courses. The table has columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. The courses listed are Biological Processes (Registered), Biological Processes Lab (Registered), Intro to Human Geography (Waitlisted), and World Regional Geography (Registered). Below the table, it shows 'Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 999.999.999'. Below the summary is a 'Class Schedule for Spring 2025' grid showing the days of the week and time slots. The grid shows that Biological Processes is scheduled for Monday, Tuesday, and Thursday at 10am.

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...

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.

This screenshot shows the 'Schedule Details' view for the 'Intro to Human Geography' course, which is marked as 'Waitlisted'. An orange arrow points to the 'Schedule Details' tab. The details include the course title, instructor (Burt Daniel), CRN (20022), and class schedule (01/13/2025 - 05/05/2025). Below this, there are two sections for 'World Regional Geography' (GEOG 1102 Section 01), one marked as 'Waitlisted' and the other as 'Registered'. Each section includes the instructor (Fahner Chuck), CRN (20177), and class schedule (01/13/2025 - 05/05/2025).

Once the course information is expanded you will be able to view your waitlist position.

The screenshot shows the eLlucian registration interface. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this is the 'Register for Classes' section with tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. A 'Summary' table lists courses with columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. The table shows four courses, with 'Intro to Human Geography' (CRN 20175) listed as 'Waitlisted'. Below the table, a 'Schedule Details' section is expanded for 'Intro to Human Geography | Geography 1101 Section 01'. It shows the class is 'Waitlisted' with a 'Waitlist Position: 1'. Other details include the instructor 'Fahner, Chuck' and the class location 'Main Campus Building: Arts & Sciences Room: 242'. A 'Submit' button is visible at the bottom right of the interface.

Additional resources including videos are available online at:
<https://www.gcsu.edu/registrar/registration>

CONTACT INFORMATION

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