Registration Doesn't Have To Be Scary

This document provides resources and tips to help you prepare for registration. Successful registration requires preparation!

Early Preparation

1. **Review DegreeWorks** to determine your course options for the next term.
2. **Examine course descriptions** in the undergraduate catalog.
3. **Check for holds** on your account.
4. **Explore helpful resources** online at [GC Student Registration Resources](#).

Plan Your Class Schedule

1. **Review Course Offerings:** Go to PAWS > Main Menu > Semester Course Schedules or use the Browse Courses link under the Registration Menu.
2. **Plan Your Schedule:** Use the Plan Ahead feature in PAWS under the Registration Menu, or use Word, Excel, or paper to draft your schedule.
3. **Check for Overlaps:** Ensure there are no scheduling conflicts and have backup options for each course.
4. **Verify the Term:** Make sure you're selecting courses for the correct term. CRNs for Spring begin with 2, Summer with 5, and Fall with 8.
5. **Double-Check Times:** Confirm that class times do not conflict. Some courses may have multiple meeting times, so check all listed times.
6. **Course Titles:** Watch for special designations such as Honors, Biology Majors, or "Majors Only."
7. **Science Courses:** Remember that science lectures have co-requisite labs; you must register for both.

Prior to Registration

Check Your Registration Day: The Registrar's Office will email your registration time ticket to your Bobcats email. Registration starts at 7:00 a.m. each day and ends at midnight. The schedule is:

- **Day 1 – Monday:** Seniors (90+ earned hours) and approved priority registration students.
- **Day 2 – Tuesday:** Juniors (60-89 hours earned).
- **Day 3 – Wednesday:** Sophomores (30-59 earned hours).
- **Day 4 – Friday:** Freshmen (0-29 earned hours).

Ensure No New Holds: Check for any new holds on your record, such as parking tickets or library fines.
Verify Course Availability: The night before registration, check to ensure that seats are still available in your planned courses.

On Registration Day

- ❖ **Be on Time:** Registration opens at 7:00 a.m. Registering late will limit your course choices.
- ❖ **Register Using Your Preferred Method:** Use the Plan Ahead feature or enter CRNs directly, but make sure to hit "submit."
- ❖ **Prepare for Alternatives:** If you don't get your first-choice classes, use your backup options to fill your schedule.
- ❖ **Explore Alternatives:** Look for other courses, times, or professors that meet your requirements.

During and After Registration

- ❖ **Check Registration Results:** You'll see "Registered" if you're successfully enrolled.
- ❖ **Wait Lists:** If a class is full, select "wait list" from the drop-down menu to join the wait list. If you find another section of the course, remove yourself from the wait list to enroll in the new section.
- ❖ **Resolve Errors:** Errors related to prerequisites may indicate missing courses (for example you need ENGL 1101 before you can register for ENGL 1102) or it could be restricted to honors students. Check the course title and description for details.

Additional Help

The Academic Advising Center is open from 7:00 a.m. to 5:00 p.m., Monday through Thursday during registration week. Advisors will also be available in the Library on Thursday morning of Registration Week to help with registration.

The Registrar's Office will open at 6:45 a.m. Monday through Thursday during registration week.

Do This ✓	Not That ☒
Remember this is the start of registration and registration is a process, don't get discouraged.	Panic
Look for other course options and register for a full schedule now. You can adjust later.	Only waitlist (It's better to get a seat than to waitlist).
Be flexible and multiple back-ups (Plan A, B, C…)	Restrict choices to only one class time or professor
Click submit and make sure the classes show as registered	Close your laptop without checking
Stay calm	Panic
Keep trying to find solution (use waitlists/find a backup)	Give up

Student Notes

Utilize this space to make notes as you prepare for registration.