

Georgia State University

Student Guide

For Registration & Student Records Services

Resources and Web Services

Campus ID/System Access: You must activate your Georgia State Campus ID for access to systems. <https://campusid.gsu.edu/main>

PAWS: Panther Access to Web Services (PAWS) is a portal for students to conduct most student enrollment processes such as registering for classes, linking to online course work, checking and completing financial aid, paying tuition, accessing your student record to review grades, order transcripts and/or enrollment verifications and review holds, etc. See tabs on top: i.e. Enrollment, Finances, etc. <http://paws.gsu.edu/>

Registration Agreement: All students must accept the terms and conditions of the Registration Agreement to register for courses. <http://registrar.gsu.edu/registration/registration-agreement/>

Class Schedule Search: Available prior to registration beginning for a term. The search allows you to find classes associated to the degree level in which you are admitted and ultimately to register once registration opens for you based on your time ticket. Log into PAWS, <http://paws.gsu.edu/> and look for the Enrollment Tab (top of page).

Registration Time Tickets: Each semester students are assigned a time ticket for when they can begin to register. Priority is given to such students as those who are scheduled to graduate for the upcoming registration term and then to continuing students according to the total credit hours earned, etc. See this link for more information: <http://registrar.gsu.edu/registration/registration-guide/>

Registration Guide: Includes how-to videos on adding, dropping and withdrawing from classes, resolving holds on your student record, etc. <http://registrar.gsu.edu/registration/registration-guide/>

How to correct Registration Errors encountered while registering: <http://registrar.gsu.edu/registration/registration-error-messages/>

Registration Access: Registration is conducted through PAWS: <http://paws.gsu.edu/>

Student Course Registration Adjustments: Adding, Dropping and Withdrawing from a Class(es): **Students are responsible for adjusting their schedule by the end of the first week of classes (for all courses including mini-mester II). Drops must occur the first week to not incur charges and no longer have courses become part of their permanent transcript record.** (Dates for some courses may differ.) For more information, access: <http://registrar.gsu.edu/registration/registration-guide/dropping-or-withdrawing-courses/>. Also see withdrawal information below.

Refer to the Academic Calendar for specific dates: <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>

Withdrawals: Students are allowed to withdrawal with a grade of W 3 times in their associate-level undergraduate career, and 6 times in the bachelor-level undergraduate career. Detailed information can be found in the University Catalog: <http://enrollment.gsu.edu/catalogs/>

Academic Calendars: Provide important key dates such as registration time periods, payment deadlines, exam schedules, holidays and other essential dates. <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>

Attendance in Classes: Students are responsible for formally dropping/withdrawing from class(es). See Student Course Registration Adjustments. Students should not simply stop attending. **Students will be charged tuition for courses that are not formally dropped by the drop deadline each term.** See rules and regulations in the University Catalogs. For more information access: <http://enrollment.gsu.edu/catalogs/>. Also refer to the semester academic calendars. See above.

iCollege: Online Course access. From the Georgia State website (www.gsu.edu), click on the Student tab at the top of the page, then under “Tools,” select iCollege.

DegreeWorks: This is the degree program audit tool for students to review progress toward degree completion and is located on PAWS/Enrollment tab/Academic Evaluation. <http://paws.gsu.edu/>

Learning Support Coursework: See section 1310.50 of the Associate-Level Undergraduate Catalog <http://enrollment.gsu.edu/catalogs/>

Enrollment Verification: For details on how to request an Enrollment Verification Letter (Proof of Enrollment) access: <http://registrar.gsu.edu/academic-records/enrollment-verifications>

Tuition Classification/Residency: To determine if you qualify for in-state tuition, visit http://app.gsu.edu/tuition_classification/

Transcripts: Students may order transcripts by at <http://registrar.gsu.edu/academic-records/transcripts/>

Veteran's Certification of Benefits: Use the GVerify system to begin the process to have your enrollment certified and to receive VA Education Benefits at <http://veterans.gsu.edu/>

Student Enrollment Service Assistance: Your first step is to review your records on PAWS using the tabs at the top, i.e. Enrollment, Finances, etc. Visit <http://paws.gsu.edu/> to get started.

Assistance is available within PAWS using the Panther Answer knowledgebase and web-ticketing system for assistance.

Got Questions? We have Answers! Panther Answer is the 24/7 resource for registration, financial aid and student account information. **Look for the following Icon on PAWS and on Georgia State websites.**



If you need to speak to a representative in person or on the phone, assistance is available through our Enrollment Services Centers on each campus. The centers are staffed with experts who can quickly assess your situation and help you receive the information you need.

Staff can assist you with questions or issues you may have regarding registration and enrollment. Click the link below for enrollment center locations, hours, and telephone numbers.

<http://registrar.gsu.edu/assistance/>

Updating your Student/Academic Record: Updates can be made by accessing the Enrollment tab on PAWS: <http://paws.gsu.edu/>

Certain changes, (i.e. name or social security number) have special instructions: <http://registrar.gsu.edu/academic-records/name-changes-and-corrections-of-records/>

For change of majors, please see your academic advisor.

Grades: Students can view their grades on PAWS once grading is complete for the semester. See the academic calendar for key dates. Students will be prompted to evaluate their instructor when accessing their grades. Access the link through PAWS, Enrollment tab: <http://paws.gsu.edu/>

Repeat to Replace: With repeat to replace, students can only repeat courses within the degree level they are pursuing. Other restrictions apply. For a full explanation of the policy access: <http://registrar.gsu.edu/academic-records/grading/>

Final Exam Schedules: Students may access the exam schedule by selecting the semester they wish to view. <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>

The link is also available on PAWS, Enrollment tab: <http://paws.gsu.edu/>

To Apply to Graduate: New candidates need to use the online application through PAWS. Click the Enrollment tab then Apply to Graduate on <http://paws.gsu.edu/>.

Information on applying to graduate: <http://registrar.gsu.edu/graduation/>

Commencement Ceremony: All graduating students will participate in one ceremony. For details access <http://registrar.gsu.edu/graduation/preparation-for-attending-commencement-ceremonies> and <http://commencement.gsu.edu/commencement>

University Catalogs: To access the university catalogs for all university rules and regulations as well as degree program information go to <http://enrollment.gsu.edu/catalogs/> and choose the catalog for your degree level.

Student Requests for Event Space: All students must have an institutional sponsor to request spaces on Georgia State's Atlanta campus. <http://registrar.gsu.edu/classroom-reservations/>