

## 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. For details, visit: <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. Access PAWS: <http://paws.gsu.edu/> (See menu tabs: Enrollment, Finances, and etc.)

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

**Schedule of Classes:** Available on PAWS prior to the start of registration. The class schedule search allows you to find classes associated with your degree level by filtering classes by subject, campus, part-of-term (full-term, mini-mesters, etc.), instructor, course type, and days & times.

**Registration Time Tickets:** Students are assigned a time ticket that provides a date and time for when they can begin course registration on PAWS each semester. Priority is given to students who are scheduled to graduate for the upcoming registration term and then to continuing students according to the total credit hours earned, etc. For details, visit: <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. For details, visit: <http://registrar.gsu.edu/registration/registration-guide/>

**Registering for Classes:** Registration for courses takes place through PAWS. Students must register for all courses during the Add/Drop period (including those that start late in the term such as mini-mester II). Students may not attend a course unless they have registered and paid for that course. Access the semester calendars for key registration dates: <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>

**How to correct Registration Errors encountered while registering:** Some courses have certain registration restrictions that require special authorization or overrides from the academic departments or colleges before registration is permitted. Download a full, detailed list of all PAWS registration error messages by accessing <http://registrar.gsu.edu/registration/registration-error-messages/>

**Course Drops:** Students are responsible for dropping courses if they do not plan to attend. Students may drop courses from their schedules during the Add/Drop period. Students who drop a course(s) during the Add/Drop period are not charged for that course. Courses that are dropped during the Add/Drop period are not reflected on a student's academic record or transcript. For more information, access: <http://registrar.gsu.edu/registration/registration-guide/>

**Course Withdrawals:** After the Add/Drop period, students may withdraw from a course(s) and are eligible to receive a grade of W or WF. Students are required to pay tuition and fees for withdrawn courses. Students are allowed to withdraw with a grade of W three times in their associate-level undergraduate career, and six times in their bachelor-level undergraduate career. There are no course withdrawal limits for graduate-level students. However, upon grading, an instructor may choose to record a grade of W or WF for withdrawn graduate-level students. Note: Students may not withdraw themselves from courses after the midpoint. Detailed information can be found in the level-specific University Catalogs: <http://catalog.gsu.edu>.

**Academic Calendars:** Provide important key dates such as registration time periods, payment deadlines, exam schedules, holidays and other essential dates. Printable academic calendars are located on the Registrar's website: <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>

**Final Exam Schedules:** The final exam schedules are located on the Registrar's website, <http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/> and PAWS.

**iCollege (Online Course Access):** From the Georgia State website ([www.gsu.edu](http://www.gsu.edu)), click on the Student tab, located 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.

**Learning Support Coursework:** The Learning Support Program (LSP) is for undergraduate students admitted on an exceptions basis who need remedial assistance in the areas of math, reading, and/or writing in order to be ready to take courses in the Core Curriculum. For details, visit: <http://enrollment.gsu.edu/catalogs/> (See section 1310.50 of the Associate-Level Undergraduate Catalog.)

**Updating your Student/Academic Record:** Students can update their mailing address, emergency contact information and phone number on PAWS. Certain changes, (i.e., name or social security number) have special instructions. For details, visit: <http://registrar.gsu.edu/academic-records/name-changes-and-corrections-of-records/>  
Note: 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 instructors when accessing their grades.

**Repeat to Replace:** Students may repeat only 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/repeat-to-replace/>.

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

**Transcripts:** For details on how to request an official transcript, access: <http://registrar.gsu.edu/academic-records/transcripts/>

**Tuition Classification/Residency:** To determine if you might qualify for in-state status for tuition payment purposes, visit: [http://app.gsu.edu/tuition\\_classification/](http://app.gsu.edu/tuition_classification/)

**Certification of VA Education Benefits:** Access the GVerify system to begin the process to have your enrollment certified and to receive VA Education Benefits at <http://registrar.gsu.edu/va-benefits/qverify/>.

**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 with a representative in person or on the phone, assistance is available through our Enrollment and Registration 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. For the Enrollment and Registration Services Centers' locations, hours, and telephone numbers, visit: <http://registrar.gsu.edu/assistance/>

**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, access: <http://registrar.gsu.edu/graduation/>

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

**University Catalogs:** To access the university catalogs for all university rules and regulations as well as degree program information, access <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. For more information, access: <http://registrar.gsu.edu/classroom-reservations/>