



GEORGIA SOUTHWESTERN
STATE UNIVERSITY

STUDENT SELF-SERVICE GUIDE

Updated October 2022

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Prepare for Registration

Log in to myGSW, found at the top center of the GSW home page (desktop) or halfway down the menu on mobile. Log in by using your full GSW credentials.



Click on the 'GSW Student Self Service (New Rain)' icon.



Student Services will open up and present additional links.

Student Services

Hello Sally Cruise,
This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:

| | | |
|---|--|--|
| Personal Info <ul style="list-style-type: none">• My Personal Information• Registration• Student Profile | Student Accounts <ul style="list-style-type: none">• Account Summary 9x• Account Detail For Term 9x• Set Up Payment Plan (Nelnet)• Tax Notification (1098-T) 9x• Statement and Payment History 9x | Financial Aid <ul style="list-style-type: none">• Financial Aid |
|---|--|--|

Here you can view your personal information, prepare and register for classes, view your student profile, access your student account and financial aid information.

To begin preparations for registration, click 'Registration'. The options below will open up for you.

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. |
|  Plan 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. |  Browse Course Catalog Look up basic course information like subject, course and description. |

- Click on 'Prepare for Registration'.
- Select a Term and click on Continue.
- If you are eligible to register, you will see green boxes with checkmarks for the following three items under Registration Status:
 - Your Student Status permits registration.
 - Your academic status permits registration.
 - You have no holds which prevent registration.

Prepare for Registration

Registration Status
Update Student Term Data

Registration Status

Term: Fall Semester 2022

✔ Your Student Status permits registration.

✔ Your academic status Good Standing permits registration.

✔ You have no holds which prevent registration.

! Time tickets do not allow registration at this time. Please register within these times: 10/24/2022 01:00 AM - 10/27/2022 11:00 PM

Earned Hours

i You have Earned Hours for Level: Graduate - Semester, Institution Hours: 30, Transfer Hours: 0

i Your class standing for registration purposes is Freshman

Holds, Academic Standing, Student Status Issues

If you have holds, an academic standing that prevents registration, or a student status not eligible for registration, the information may appear as follows indicating you are not eligible to register for the term selected:

Registration Status
Update Student Term Data

Registration Status

Term: Fall Semester 2022

✔ Your Student Status permits registration.

✔ Your academic status Good Standing permits registration.

! You have holds which prevent registration.

Advisement Necessary
 Reason: Advisement Hold
 From Date: 03/30/2020
 To Date: 12/31/2099
 Processes Affected: Registration

! Time tickets do not allow registration at this time. Please register within these times: 10/24/2022 01:00 AM - 10/27/2022 11:00 PM

Earned Hours

The bottom section on this page shows your earned hours and degree/certificate level.

Prepare for Registration

Registration Status Update Student Term Data

Registration Status

Term: Fall Semester 2022

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

⚠ Time tickets do not allow registration at this time. Please register within these times: 10/24/2022 01:00 AM - 10/27/2022 11:00 PM

Earned Hours

- i You have Earned Hours for Level: Graduate - Semester, Institution Hours: 30, Transfer Hours: 0
- i Your class standing for registration purposes is Freshman

Browse Classes

“Browse Classes” provides you with the available courses for registration by term.

Registration

What would you like to do?

| | |
|--|---|
|  <p>Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.</p> |  <p>Register for Classes Search and register for your classes. You can also view and manage your schedule.</p> |
|  <p>Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p> |  <p>Browse Classes Looking for classes? In this section you can browse classes you find interesting.</p> |
|  <p>View Registration Information View your past schedules and your ungraded classes.</p> |  <p>Browse Course Catalog Look up basic course information like subject, course and description.</p> |

Begin by entering the subject of a course of interest in the Subject box or a keyword such as ‘English’ in the Keyword box. There is also an Advanced Search option available. This will allow you to search by part of term, campus, instructional method, or days of the week.

Browse Classes

Enter Your Search Criteria

Term: Fall Semester 2022

Subject

Course Number

Keyword

[Clear](#) [Advanced Search](#)

Once you click ‘Search’ you will see your results for the semester you selected. Results will include the basic course information, instructor, seat availability, and attributes such as whether this course fulfills a core area for your degree. It will also show how many are on the Waitlist.

Browse Courses

Catalog Search Results

Search Results — 50 Classes
Term: Fall Semester 2022 Subject and Course Number: ENGL1101 English

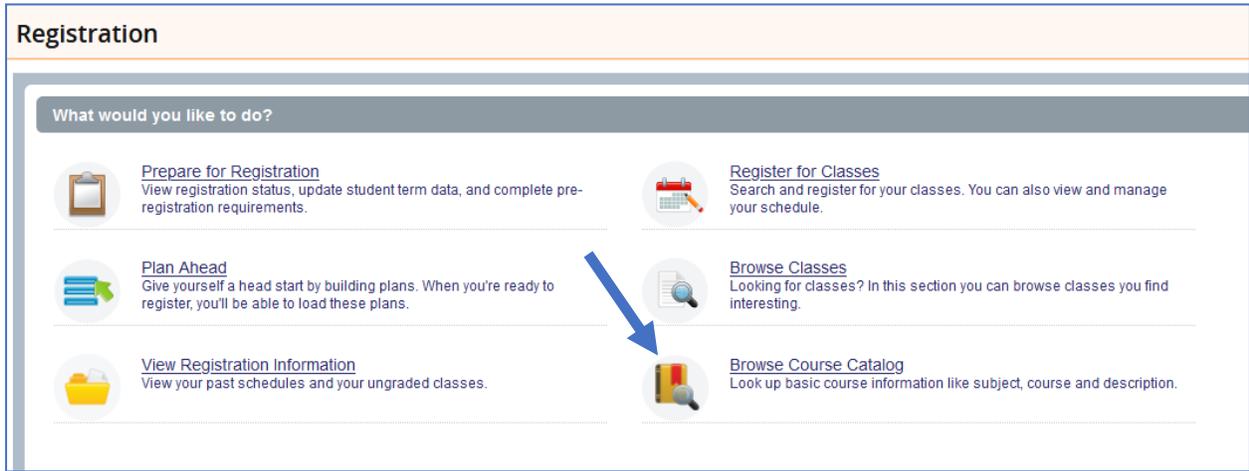
| Title | Subject | Course | Section | Hours | CRN | Term | Instructor | Meeting Times | Campus | Status | Attribute |
|---|---------|--------|---------|-------|-------|-------|--|---|--------|-------------------------------|--|
| Composition I Asynchronous Inst... | English | 1101 | 0 | 3 | 81... | Fa... | | S M T W T F S - Type: Class | Un... | FULL:... | Core Area A English Plagiarism prevention is used |
| Composition I Lecture | English | 1101 | 01 | 3 | 80... | Fa... | Sassi, Janice Hurricane, Sto... | S M T W T F S 09:30 AM - 10:20 AM | Ma... | 2 of 22 se... 99 of 99 ... | Core Area A English Plagiarism prevention is used |
| Composition I Lecture | English | 1101 | 02 | 3 | 80... | Fa... | Russell, Jess... | S M T W T F S 12:30 PM - 01:20 PM | Ma... | 1 of 22 se... 99 of 99 ... | Core Area A English Plagiarism prevention is used |
| Composition I Lecture | English | 1101 | 03 | 3 | 80... | Fa... | Dahlgren, Pau... | S M T W T F S 12:30 PM - 01:20 PM | Ma... | FULL:... 99 of ... | Core Area A English Plagiarism prevention is used |

Click on the Title of a course to view more information such as pre-requisites, course fees, course description, etc.

Click on the Instructor Name to see the instructor and instructor’s email address (active link)

Browse Course Catalog

The Browse Course Catalog link provides you with course information such as subject, number, description, credit hours, and sections available by term.



The screenshot shows the 'Registration' page with a header 'What would you like to do?'. Below the header are six cards, each with an icon and a link. A blue arrow points to the 'Browse Course Catalog' card. The cards are:

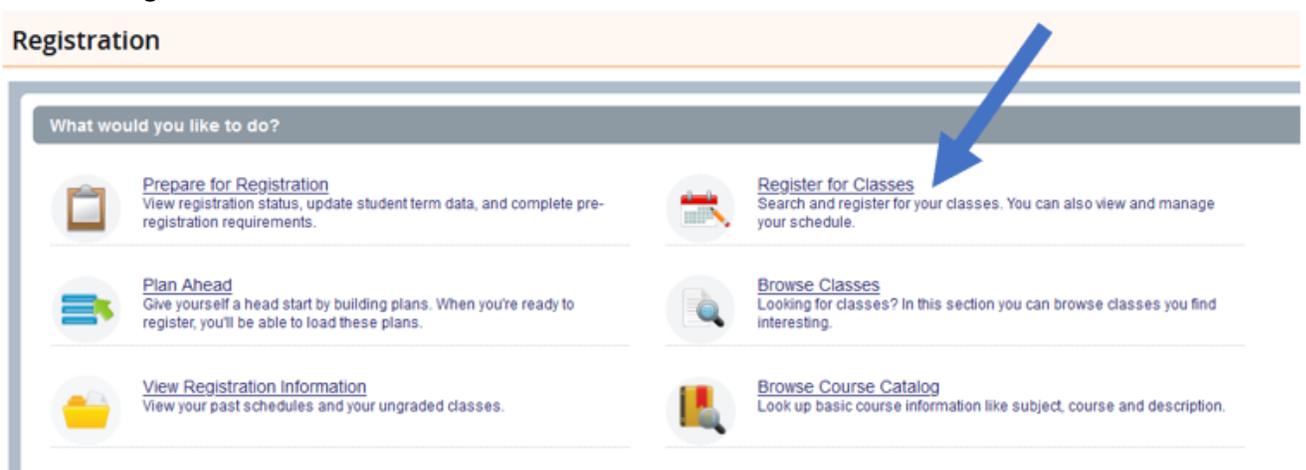
- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When 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.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

Begin by entering the subject of a course of interest in the Subject box or a keyword such as 'civilization' in the Keyword box. There is also an Advanced Search option available. This will allow you to search by title, undergraduate or graduate level, college, or department.

Your results will display the title of courses fitting your search criteria, the course description, and other basic course information. Click on the title of each course to view the full course description and other course details. To view sections for a specific term, click on 'View Sections.'

Register for Classes

Click on Register for Classes and then Select a Term and click on Continue



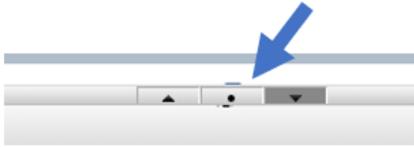
The screenshot shows the 'Registration' page with a header 'What would you like to do?'. Below the header are six cards, each with an icon and a link. A blue arrow points to the 'Register for Classes' card. The cards are:

- 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.
- Plan 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.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

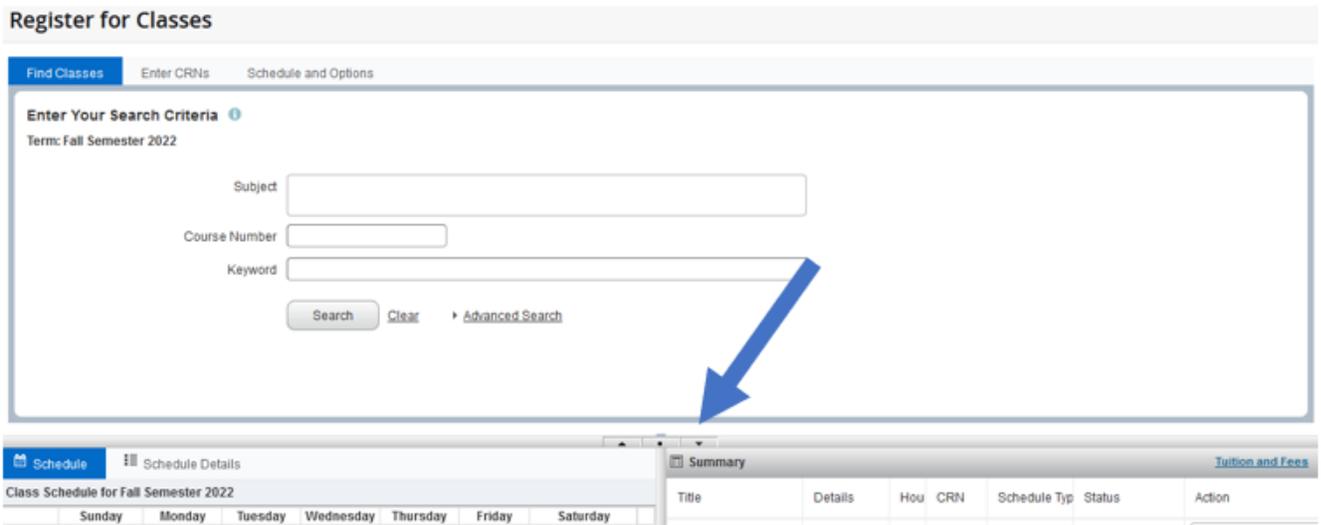
The registration screen has three sections: Search, Class Schedule in Calendar View, and Class Schedule

Summary. You can enlarge sections, by clicking on the small arrows between each section.

If you only see one section such as the Search Criteria box, click on the middle dot between the arrows at the bottom of the page to bring up the other two sections. You may also click on the Panels button in the lower left. Using a computer for registration will allow you to see all sections more clearly.



You may need to use the arrows to enlarge each section as you use it or use the scroll bars to view all information.

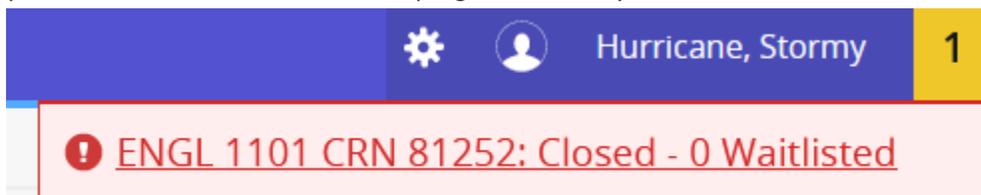


Adding Classes to Your Schedule

Build your schedule by choosing courses using one of the two methods in the top panel. Options include the following: Search courses under Find Classes Tab or Enter CRNs. Add these to your summary panel and click on 'submit'.

Waitlisting Classes

Some courses have waitlist options when they are closed. The waitlist is essentially a virtual waiting line of students seeking to enroll in a closed course. If you try to register for a closed class that has a waitlist you will see a notification in the top right corner of your screen.



If you would like to join the waitlist for the class, click the drop down box in the summary registration section.

| Summary | | | | | | Tuition and Fees |
|-------------------------------------|-------------|-----|-------|--------------|--------------------|----------------------------------|
| Title | Details | Hou | CRN | Schedule Typ | Status | Action |
| Composition I | ENGL 110... | 3 | 81252 | Asynchron... | Errors Preventi... | Remove |
| Composition II | ENGL 110... | 3 | 81251 | Lecture | Registered | Remove |
| Human Growth-Dev... | PSYC 210... | 3 | 80237 | Lecture | Registered | **Web Registered** |
| | | | | | | Waitlisting |

Select Waitlisting and submit. You will see it on your schedule as 'Waitlisted'. You are not registered for the course but it is holding a place for you in the event that someone drops the course. If a seat becomes available, you will receive notification in your Radar email account. You will have 24 hours to add the course before it moves to the next waitlisted person.

| Summary | | | | | | Tuition and Fees |
|-------------------------------|-------------|-----|-------|--------------|------------|----------------------------------|
| Title | Details | Hou | CRN | Schedule Typ | Status | Action |
| Composition I | ENGL 110... | 0 | 81252 | Asynchron... | Waitlisted | None |

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

At the bottom of the page you will choose 'Schedule Details'. To check and see where you are on the waitlist, click on Schedule Options. It will be listed under Waitlist Position.

Schedule Schedule Details

Class Schedule for Fall Semester 2022

Composition II | English 1101 Section 0 | Class Begin: 10/03/2022 | Class End: 12/07/2022 Waitlisted

Message: Waitlisted | Hours: 0 | Level: Undergraduate - Semester | Campus: Unreported Facility | Schedule Type: Asynchronous Instruction | Instructional Method: Entirely at a distance | Grade Mode: Normal | Waitlist Position: 2 | Notification Expires: None

10/03/2022 – 12/07/2022 | S M T W T F S | - Type: Class Location: None Building: None Room: None

No specified instructor
CRN: 81252

Dropping Classes

During the add/drop period, you may freely make changes to your schedule. Adding is choosing new courses. Dropping is removing courses. Classes that are dropped simply disappear and leave no record on your transcript. The drop/add period is typically the first five business days of a new semester. See the academic calendar for exact dates.

To drop a course, select the 'Register for Classes' link, and select your term. In the summary box in the lower right, you will see your schedule. Simply choose the action you wish to take.

***If the drop/add period has ended, the DROP via WEB option will not be available. Please review the next section titled, "Withdrawing from Classes."

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall Semester 2022

Subject

Course Number

Keyword

Search Clear Advanced Search

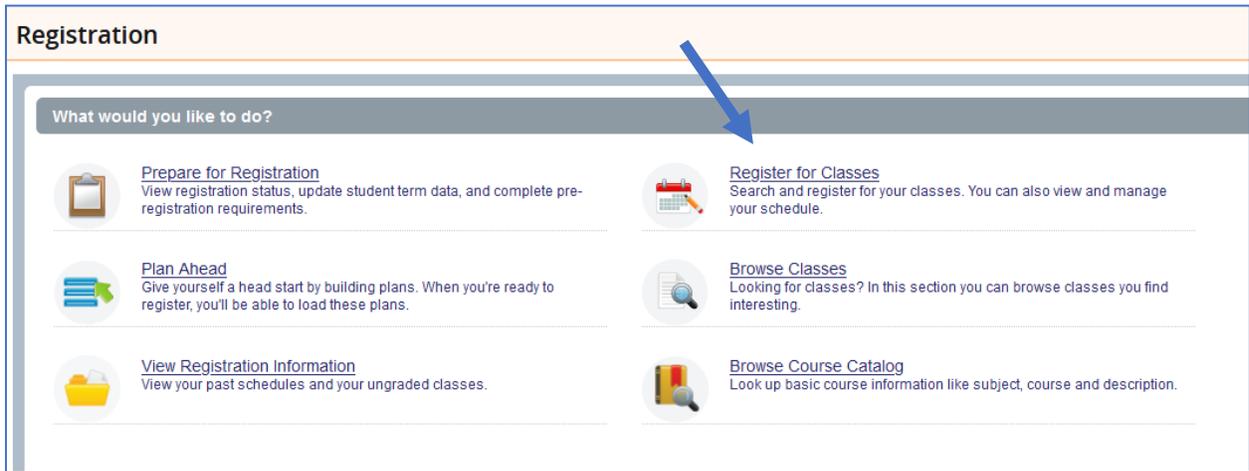
| Title | Details | Hou | CRN | Schedule Typ | Status | Action |
|----------------|-------------|-----|-------|--------------|------------|----------|
| Composition II | ENGL 110... | 3 | 81251 | Lecture | Registered | Drop Web |

Withdrawing from Classes

After the add/drop period, you may withdraw from classes. Depending on the date you are withdrawing you may receive a 'W' grade or a 'WF' grade. To withdraw from a course complete the [Withdrawal from Course](#) or [Withdrawal from GSW for Term](#) form found under [Student Forms](#) on the GSW website. Once all required signatures are received on the form, submit the form to the Office of the Registrar.

Print & Download Schedule to Calendar

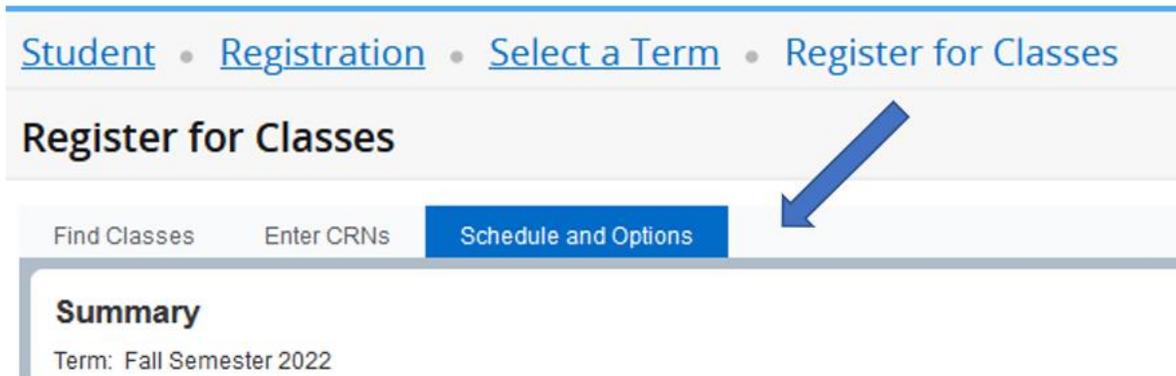
Under the Registration link, click on the Schedule and Options tab to print your schedule.



The screenshot shows the 'Registration' page with a header bar. Below the header, there is a section titled 'What would you like to do?' containing six options arranged in a 3x2 grid. A blue arrow points to the 'Register for Classes' option.

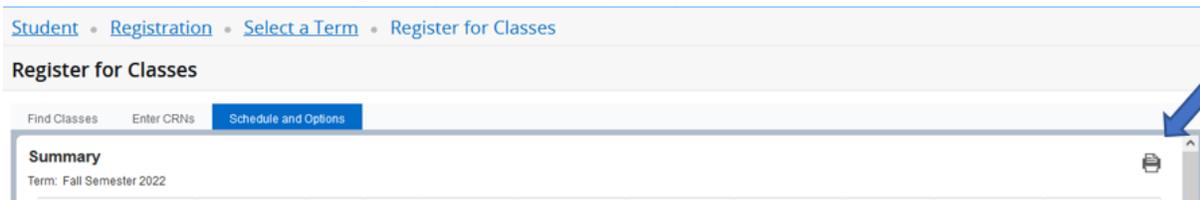
| What would you like to do? | |
|--|---|
|  Prepare for Registration View registration status, update student term data, and complete pre-registration requirements. |  Register for Classes Search and register for your classes. You can also view and manage your schedule. |
|  Plan Ahead Give yourself 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. |  Browse Course Catalog Look up basic course information like subject, course and description. |

Select the Term you want to view. Then click on the Schedule and Options tab.



The screenshot shows the 'Register for Classes' page. The breadcrumb trail is 'Student • Registration • Select a Term • Register for Classes'. Below the breadcrumb, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. A blue arrow points to the 'Schedule and Options' tab. Below the tabs, there is a 'Summary' section with the text 'Term: Fall Semester 2022'.

Next, use the options to the right of your screen to print your schedule.



The screenshot shows the 'Register for Classes' page with the 'Schedule and Options' tab selected. A blue arrow points to a print icon located in the bottom right corner of the page.

View Registration Information

View Current Term Schedule & Prior Term Schedules.

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.



Plan 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.



Browse Course Catalog
Look up basic course information like subject, course and description.

There are two tabs under the View Registration Information link: Look up a Schedule and Active Registrations. The Look up a Schedule tab allows you to view prior term and current term schedules. The Active Registrations tab shows all courses that you have not yet received a final grade in.

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Courses](#)

Browse Courses

Catalog Search Results **Search Results — 50 Classes**
Term: Fall Semester 2022 Subject and Course Number: ENGL1101 English

| Title | Subject Des | Course | Section | Hours | CRN | Term | Instructor | Meeting Times | Campus | Status | Attribute | |
|---|-------------|--------|---------|-------|-------|-------|--|---|--------|--|--|--|
| Composition I Asynchronous Inst... | English | 1101 | 0 | 3 | 81... | Fa... | | S M T W T F S - Type: Class | Un... | ! FULL:... | Core Area A English Plagiarism prevention is used | |
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| Composition I Lecture | English | 1101 | 02 | 3 | 80... | Fa... | Russell Jess... | S M T W T F S 12:30 PM - 01:4 | Ma... | 1 of 22 se... 99 of 99 ... | Core Area A English Plagiarism prevention is used | |
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Click on the Title of a course to view more information such as pre-requisites, course fees, course description, etc.

Click on the Instructor Name to see the instructor and instructor's email address (active link)