

# REGISTRATION PLANNING SHEET

Name: \_\_\_\_\_

RAN: \_\_\_\_\_

<u>Subject</u>	<u>Course Number</u>	<u>Credit Hours</u>

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
8:00 a.m. - 8:50 a.m.	8:00 a.m. - 9:15 a.m.	8:00 a.m. - 8:50 a.m.	8:00 a.m. - 9:15 a.m.	8:00 a.m. - 8:50 a.m.
9:00 a.m. - 9:50 a.m.		9:00 a.m. - 9:50 a.m.		9:00 a.m. - 9:50 a.m.
	9:30 a.m. - 10:45 a.m.		9:30 a.m. - 10:45 a.m.	
10:00 a.m. - 10:50 a.m.		10:00 a.m. - 10:50 a.m.		10:00 a.m. - 10:50 a.m.
11:00 a.m. - 11:50 a.m.	11:00 a.m. - 12:15 p.m.	11:00 a.m. - 11:50 a.m.	11:00 a.m. - 12:15 p.m.	11:00 a.m. - 11:50 a.m.
12:00 p.m. - 12:50 p.m.	12:30 p.m. - 1:45 p.m.	12:00 p.m. - 12:50 p.m.	12:30 p.m. - 1:45 p.m.	12:00 p.m. - 12:50 p.m.
1:00 p.m. - 1:50 p.m.		1:00 p.m. - 1:50 p.m.		1:00 p.m. - 1:50 p.m.
2:00 p.m. - 3:15 p.m.	2:00 p.m. - 3:15 p.m.	2:00 p.m. - 3:15 p.m.	2:00 p.m. - 3:15 p.m.	2:00 p.m. - 4:45 p.m.
3:30 p.m. - 4:45 p.m.	3:30 p.m. - 4:45 p.m.	3:30 p.m. - 4:45 p.m.	3:30 p.m. - 4:45 p.m.	
5:00 p.m. - 6:15 p.m.	5:00 p.m. - 6:15 p.m.	5:00 p.m. - 6:15 p.m.	5:00 p.m. - 6:15 p.m.	
6:30 p.m. - 7:45 p.m.	6:30 p.m. - 7:45 p.m.	6:30 p.m. - 7:45 p.m.	6:30 p.m. - 7:45 p.m.	
8:00 p.m. - 9:15 p.m.	8:00 p.m. - 9:15 p.m.	8:00 p.m. - 9:15 p.m.	8:00 p.m. - 9:15 p.m.	

\*\*You must have your RAN (Registration Access Number) before registering in WINGS. See your academic advisor at your assigned time for advisement to receive your RAN.

### **GETTING STARTED**

Go to the GSU homepage: <http://www.georgiasouthern.edu/>

- Select My.GeorgiaSouthern
- Go to "First-time User?" and fill in the appropriate information to obtain your username and password
- Enter your Username and Password
- Click on LOGIN button
- Create new pin using the directions listed on the screen

### **REGISTRATION**

- Under the Service Group tab click WINGS (Student Information System)
- Select STUDENT RECORDS
- Select REGISTRATION
- Select SELECT TERM
- Select the term and click on SUBMIT
- Select ADD/DROP CLASSES
- Enter your RAN (receive from your advisor) and click Submit

\*\*If you have any holds on your record, click on VIEW HOLDS. Take note of how to remove the holds and log out of WINGS. Once your holds are cleared, you may proceed with registration.

### **HOW TO REGISTER**

- Click on CLASS SEARCH button
- Select SUBJECT
- Enter COURSE NUMBER
- Click on the CLASS SEARCH button
- Click on the SELECT box beside the course you wish to register in
- Click the REGISTER button

\*\*Repeat the above steps until you have selected all classes needed for the term.

\*\*When all of your classes appear under CURRENT SCHEDULE, you are registered!

### **HOW TO DROP A CLASS**

- Beside the course you wish to drop, select WEB DROP/DELETE from the ACTION pull down menu
- Click the SUBMIT CHANGES button

\*\*You may add or drop/delete a course without academic penalty until the last day of registration (drop/add).

After that day, you may withdraw from a course and receive a "W" grade until the last day to withdraw without academic penalty.

**-See GSU catalog/website for the Fall, Spring and Summer withdrawal dates-**

Be sure to review the *Limited Withdrawal Policy* before web withdrawing from any course at Georgia Southern. The policy and directions on how to web withdraw from a class are posted on the following website: <http://students.georgiasouthern.edu/registrar/lwp.htm>.

### **HOW TO PRINT YOUR SCHEDULE**

- Select STUDENT RECORDS
- Select REGISTRATION
- Click on CONCISE STUDENT SCHEDULE to view and print your schedule.

Once you have printed your schedule, click the EXIT button in the top right corner and close browser window to log out of your WINGS account. You'll also need to log out of your MyGeorgiaSouthern account.

### **CHECK YOUR GSU EMAIL**

- Log into your MyGeorgiaSouthern account
- Select MyApps under the Service Group tab

***The following features are accessible to you through your WINGS account:***

### **CHECK YOUR ATTENDANCE VERIFICATION**

- Select STUDENT RECORDS
- Select REGISTRATION
- Select SELECT TERM & SUBMIT
- Select ATTENDANCE VERIFICATION

\*\*If your attendance has not been verified in a class, contact your instructor or come to the Registrar's Office (Rosenwald Bldg-3rd floor) to obtain an *Attendance Verification Form*.

### **ENROLLMENT CERTIFICATION**

If you or your parents/guardians need proof that you are a full time student for insurance, you may print your enrollment certification via WINGS:

- Select STUDENT RECORDS
- Select STUDENT RECORDS
- Select ENROLLMENT CERTIFICATION (Complete form as instructed.)

**-OR-**

Request certification to be mailed:

- Go to <http://students.georgiasouthern.edu/registrar/>
- Select Forms
- Click on ENROLLMENT CERTIFICATION REQUEST and follow the instructions.

### **CHECK YOUR EARLY ALERT - MIDTERM/ FINAL GRADES**

- Select STUDENT RECORDS
- Select STUDENT RECORDS
- Select EARLY ALERT/MIDTERM GRADES or FINAL GRADES
- Select TERM
- Click SUBMIT

### **TRANSCRIPTS**

- Select STUDENT RECORDS
- Select STUDENT RECORDS
- Select VIEW ACADEMIC/UNOFFICIAL TRANSCRIPT
- Choose ALL LEVELS for Transcript Level & WEB TRANSCRIPT for Transcript Type
- Click SUBMIT

**-OR-**

**Request an official transcript – online:**

- Select STUDENT RECORDS
- Select STUDENT RECORDS
- Select REQUEST PRINTED/OFFICIAL TRANSCRIPT
- Follow the posted directions. For assistance, contact the Registrar's Office (912-478-0070).

**Request an official transcript via mail or fax:**

- Go to <http://students.georgiasouthern.edu/registrar/>
- Select Forms
- Select TRANSCRIPT REQUEST FORM
- Print this form and follow the instructions.

### **UPDATE YOUR ADDRESS**

- Select PERSONAL INFORMATION
- Select UPDATE ADDRESS(ES) and PHONE(S)
- Click the link of the address/phone number you wish to update
- Update your address/phone information
- Click the SUBMIT button

### **CHECK YOUR CAMPUS POST OFFICE BOX**

#### **Step One**

- Select PERSONAL INFORMATION
- Select VIEW PO BOX COMBINATION
- Note your Post Office Box Number and Combination

#### **Step Two**

Your Post Office Box is located in the Landrum Center. Use the combination information you obtained in WINGS to open your PO Box.

### **WAITLIST INSTRUCTIONS**

If you are interested in enrolling in a CLOSED course that has a waitlist, follow the instructions posted on this website:

<http://students.georgiasouthern.edu/registrar/WaitlistInstructions.pdf>

These instructions can also be found at the bottom of the Add/Drop Classes page in your student WINGS account.

### **PAY YOUR INVOICE ONLINE**

#### **Review your Online Invoice**

- Select STUDENT RECORDS
- Select REGISTRATION INVOICE AND WEB PAYMENT
- Choose the appropriate term

Review the charges and your anticipated financial aid on the online invoice.

#### **Pay Balance Online**

- You may pay by MasterCard, American Express, Discover or by WebCheck online in WINGS. For your convenience, links for Web Payment options are located on the bottom of your online invoice in WINGS.