

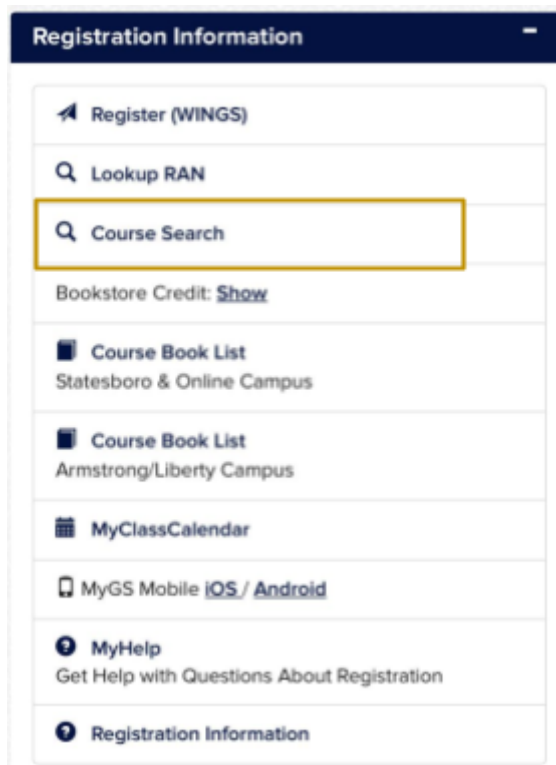
# Registration Information

Overwhelmed with registration information? Let us help!  
Here are some step-by-step instructions on how to register.  
(Tip: Use CTRL+F to search for a specific topic!)

Visit the [Registration Help](#) page for specific tips.

## Creating Your Schedule

1. Go to your [My.GS](#) home page.
2. Look for the “Registration Information” tab and select “Course Search”.



For a video tutorial on using the Course Search, [click here!](#)

3. Using the information on your [advisement form\(s\)](#), search for classes you need to create your schedule.
  - a. Choose your desired term from the “Semester” drop-down menu.

A screenshot of a course search form. At the top, there are three dropdown menus: 'Semester' (with 'Spring 2021' selected and highlighted by a yellow box), 'Subject' (with 'First Year Experience' selected), and 'Course Number' (with '1220' selected). Below these are several buttons for campus selection: 'Statesboro', 'Armstrong', 'Liberty', 'Online', 'Off-campus', and 'Georgia OnMyLine'. Further down, there are 'Search' and 'Clear' buttons. At the bottom, there are 'Quick Options' for 'M I Minimester I', 'M II Minimester II', 'Evening & Weekend', 'University Honors', and 'eCore'.

- b. In the “Subject” box, type in the class name (e.g., ‘English’) or the course

abbreviation (e.g., ENGL).

This screenshot shows the top section of a course search interface. The 'Semester' dropdown is set to 'Spring 2021'. The 'Subject' dropdown is open, showing options: 'English', 'ENGL English' (highlighted in blue), and 'ESL English as a Second Lang'. The 'Course Number' dropdown is set to '1220'. Below these are buttons for 'Statesboro', 'Armstrong', 'Off-campus', and 'Georgia OnMyLine'. A 'Search' button and a 'Clear' button are in the center. At the bottom, there are 'Quick Options' for 'M I Minimester I', 'M II Minimester II', 'Evening & Weekend', 'University Honors Program', and 'eCore'.

- c. If you have the class' course number you are registering for (e.g., 1102), type it in the "Course Number" box.

This screenshot shows the same course search interface. The 'Subject' dropdown is now set to 'ENGL English'. The 'Course Number' dropdown is open, showing a list of course numbers: '1220', '0999', '1101', '1102' (highlighted in blue), '2100', '2111', and '2112'. The 'Search' and 'Clear' buttons are still visible.

- d. Choose the campus you will be attending, then click "Search".  
i. NOTE: You can select more than one campus.

This screenshot shows the course search interface with the 'Campus(es)' section highlighted by a yellow box. The 'Campus(es)' section contains buttons for 'Statesboro', 'Armstrong', 'Liberty', 'Online', 'Off-campus', and 'Georgia OnMyLine'. The 'Search' button is also highlighted by a yellow box. The 'Semester' is 'Spring 2021', 'Subject' is 'ENGL English', and 'Course Number' is '1102'.

4. Each class has its own Course Registration Number (CRN). These are listed in

the far left column of the Course Search. Write them down - these are what you'll need to input into the registration system!

- a. Pay attention to the class times and days to avoid registration errors!

CRN	Subject	Title	Hours	Instructor	Time	Part of Term	Location	Seats Available
12807	ENGL 1102 03H	Composition II	3.0	Bos, Monique	U M T W R F S 1:25 PM - 2:15 PM	Full Term	Statesboro Course Newton Building , Room 1104 Lecture	3 open (5 / 8)
11516	ENGL 1102 04F	Composition II	3.0	Cartright, Christophe	N/A	Full Term	Online Course Asynchronous Instruction	8 open (8 / 16)
12808	ENGL 1102 04H	Composition II	3.0	Bos, Monique	U M T W R F S 2:30 PM - 3:20 PM	Full Term	Statesboro Course Newton Building , Room 1104 Lecture	5 open (3 / 8)

5. Make sure you pay attention to the “Part of Term” column as well!

- a. “Full term” courses are the full semester; “Minimester I and II” are accelerated, half-semester courses. Check the academic calendars [here](#) for term dates!
- b. Online sections labeled “eCore/eMajor/GOML” require additional registration steps; [click here](#) for more information about eCore and make sure you’ve spoken to your advisor about whether this option is right for you.

CRN	Subject	Title	Hours	Instructor	Time	Part of Term	Location
16266	ENGL 1101 09F	Composition I	3	Douberty, Julie	N/A	Full Term	Online Course Asynchronous Instruction, Entirely at a distance
14401	ENGL 1101 14F	Composition I	3	Ingalsbe, Natalie	N/A	Minimester I	Online Course Asynchronous Instruction, Entirely at a distance
11671	ENGL 1101 1AG	Composition I	3	Staff, Unknown	N/A	Full Term - eCore/eMajor/GOML	Online Course Asynchronous Instruction, Entirely at a distance

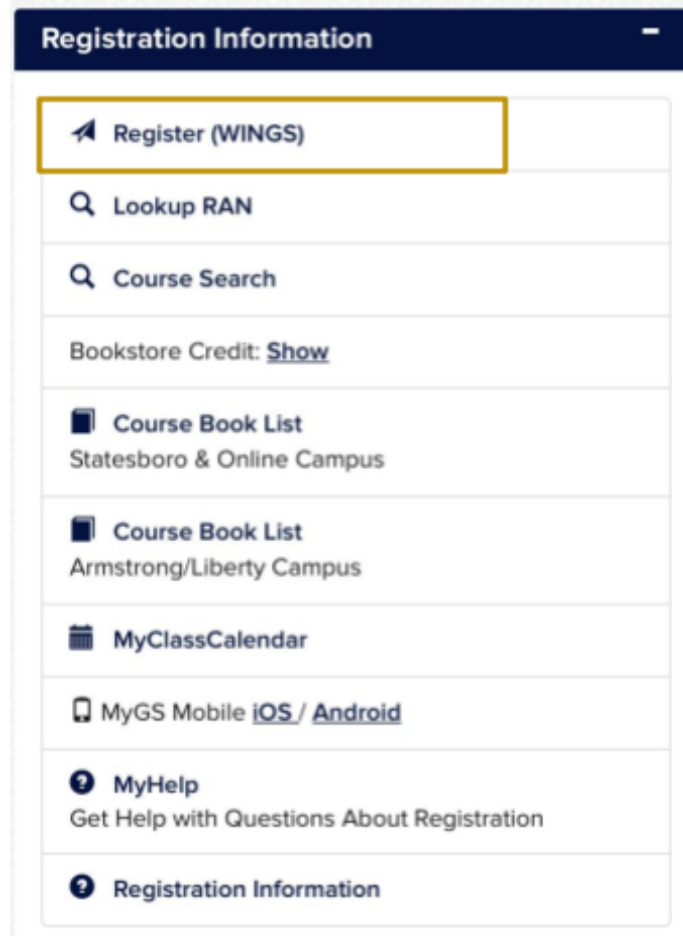
**Tip:** You can download this [Registration Planning Sheet](#) to keep track of your RAN and CRNs and organize your schedule.

**Keep scrolling to the next pages for step-by-step registration instructions in WINGS!**

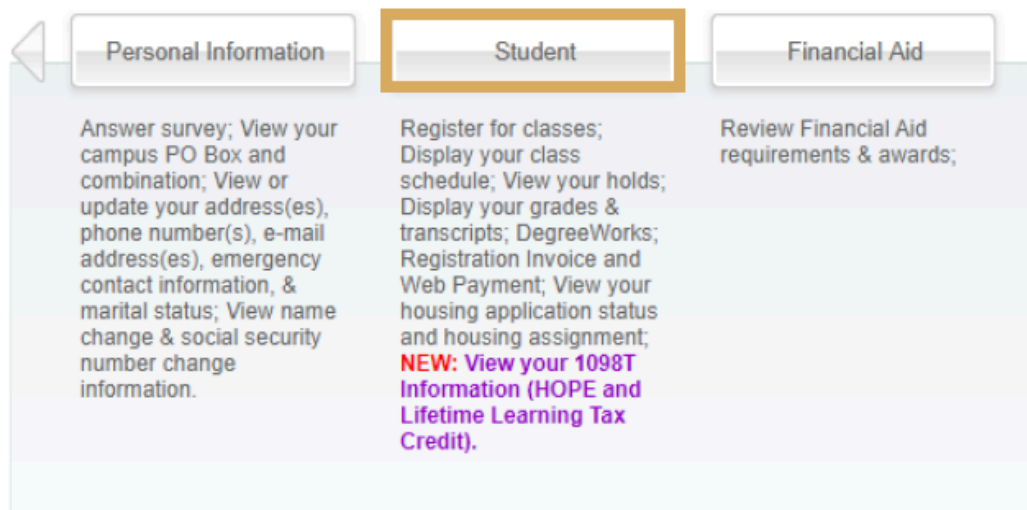


# Registering for Classes

1. Go to your my.GS home page.
2. Scroll to the “Registration Information” tab and click “Register (WINGS)”.



3. In WINGS, select “Student”.



4. From the drop-down menu, click “Registration”.

Home > Student

Personal Information | **Student** | Financial Aid

Please use Chrome or Firefox if Internet Explorer does not allow access to pages in WINGS.

<b>Registration</b> Check your registration status and time slot; Add/Drop/Withdraw Classes; Display your class schedule.	<b>Student Records</b> View your holds; Display your grades and transcripts; DegreeWorks; View Regents Test Scores; Review charges and payments; View your 1098T Information (HOPE and Lifetime Learning Tax Credit)	<b>Registration Invoice and Web Payment</b> Bill + Pay Suite view your charges and make payment online. <b>Sign up for eRefund for direct deposit</b>	<b>Financial Aid</b> Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
<b>Attendance Verification for Students</b>	<b>Student Account</b> Student Account	<b>View Student Information</b>	<b>Nelnet Payment Plan</b> Set up an Optional Payment Plan managed by Nelnet Business Solutions. <b>Nelnet Payment Plan Enrollment for Fall 2020 is no longer available.</b>
<b>View Graduation Application</b>	<b>Apply for Graduation</b>		

5. Choose “Add/Drop Classes”.

<b>Registration</b> Check your registration status and time slot; Add/Drop/Withdraw Classes; Display your class schedule.	<b>Student Records</b> View your holds; Display your grades and transcripts; DegreeWorks; View Regents Test Scores; Review charges and payments; View your 1098T Information (HOPE and Lifetime Learning Tax Credit)	<b>Registration Invoice and Web Payment</b> Bill + Pay Suite view your charges and make payment online. <b>Sign up for eRefund for direct deposit</b>	<b>Financial Aid</b> Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
■ Select Term	■ <b>Add/Drop Classes</b>	■ Withdraw From a Class	
■ Student Detail Schedule	■ Student Schedule by Day & Time	■ Concise Student Schedule (Print First - Complete list of classes with meeting times and Building/Room information)	
■ Attendance Verification	■ Check Your Registration Status, Time Slot, and More	■ View Student Information and Assigned Advisor	
■ Contacting your Advisor	■ Registration History		

6. Select your desired term and click “Submit”.

Please select the appropriate term and year from the drop down menu to view your registration information.

Select a Term: Summer 2021 ▼

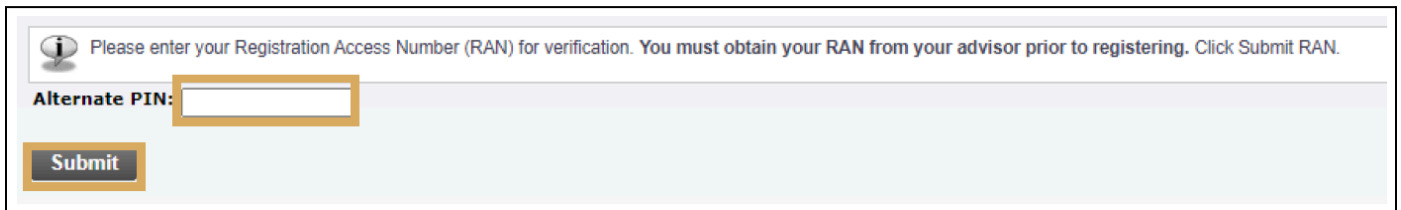
Submit

Summer 2021

**Spring 2021**

Fall 2020

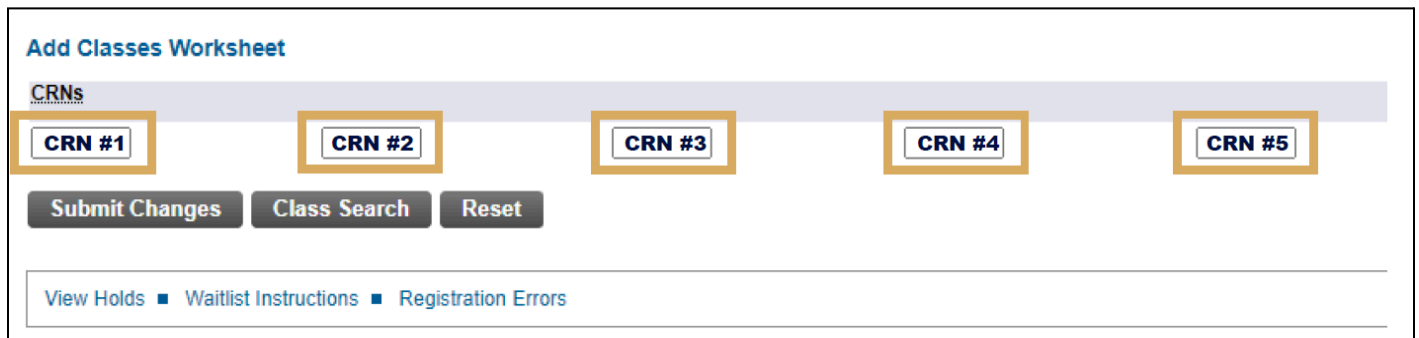
7. Type in your RAN (found on your advisement form), then click "Submit".  
(If you need to locate your advisement form follow these [linked instructions](#) to locate in EAB).



A screenshot of a web form for RAN verification. At the top, a message says: "Please enter your Registration Access Number (RAN) for verification. You must obtain your RAN from your advisor prior to registering. Click Submit RAN." Below this is a label "Alternate PIN:" followed by an empty text input box. At the bottom left is a "Submit" button.

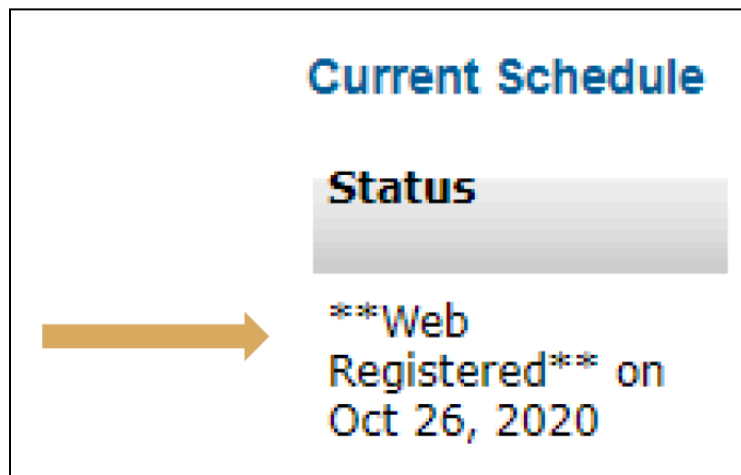
8. Scroll down and you will see empty boxes under "Add Classes Worksheet". Refer back to the schedule you created, and type the CRNs in the boxes. When you have typed all your CRNs into the boxes, click "Submit Changes".

**\*\*Remember:** If you are registering for a science lecture and lab, you must input both CRNs and submit them simultaneously; otherwise, you will get an error!



A screenshot of the "Add Classes Worksheet" form. The title "Add Classes Worksheet" is at the top left. Below it is a section labeled "CRNs" with five input boxes labeled "CRN #1", "CRN #2", "CRN #3", "CRN #4", and "CRN #5". Below these boxes are three buttons: "Submit Changes", "Class Search", and "Reset". At the bottom, there are three links: "View Holds", "Waitlist Instructions", and "Registration Errors".

9. Your browser will automatically refresh, and underneath the "Status" column, you should see "\*\*\*Web Registered\*\*\*" next to the courses you registered for.



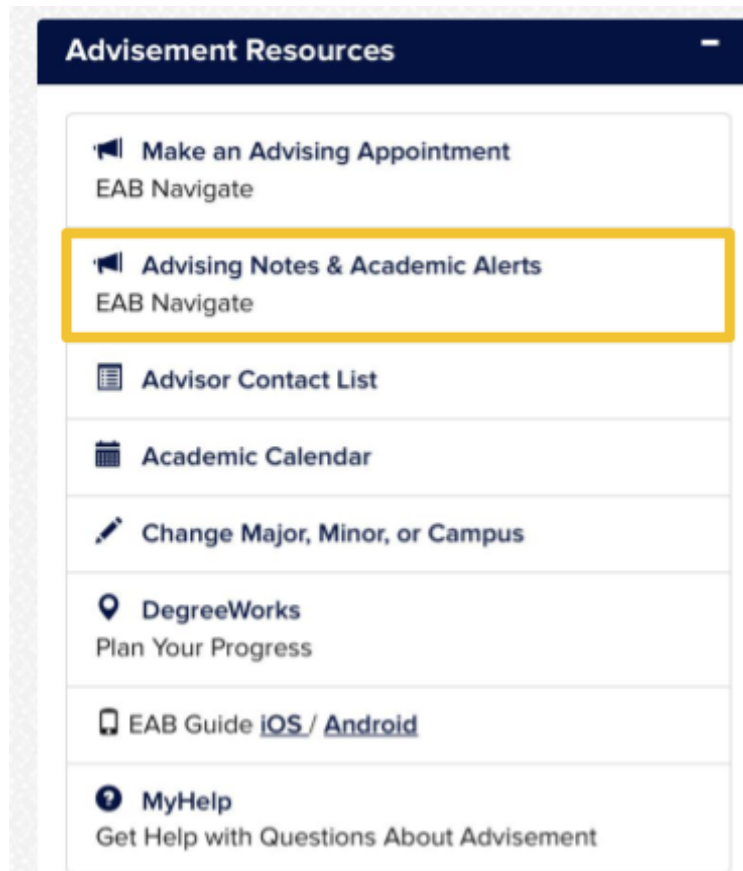
10. To review/verify your full schedule in WINGS, follow [these instructions](#).

**CONGRATULATIONS!**  
You have successfully registered.

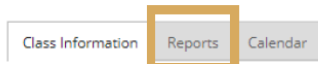
## Locating your advisement form

Your Advisement form (with your RAN) has been uploaded to EAB Navigate.

1. Log in to your MyGeorgiaSouthern account (my.georgiasouthern.edu).
2. Under "Advisement Resources", click "Advising Notes & Academic Alerts".



3. There are three tabs above your current class list. Select "Reports".



### Classes This Term

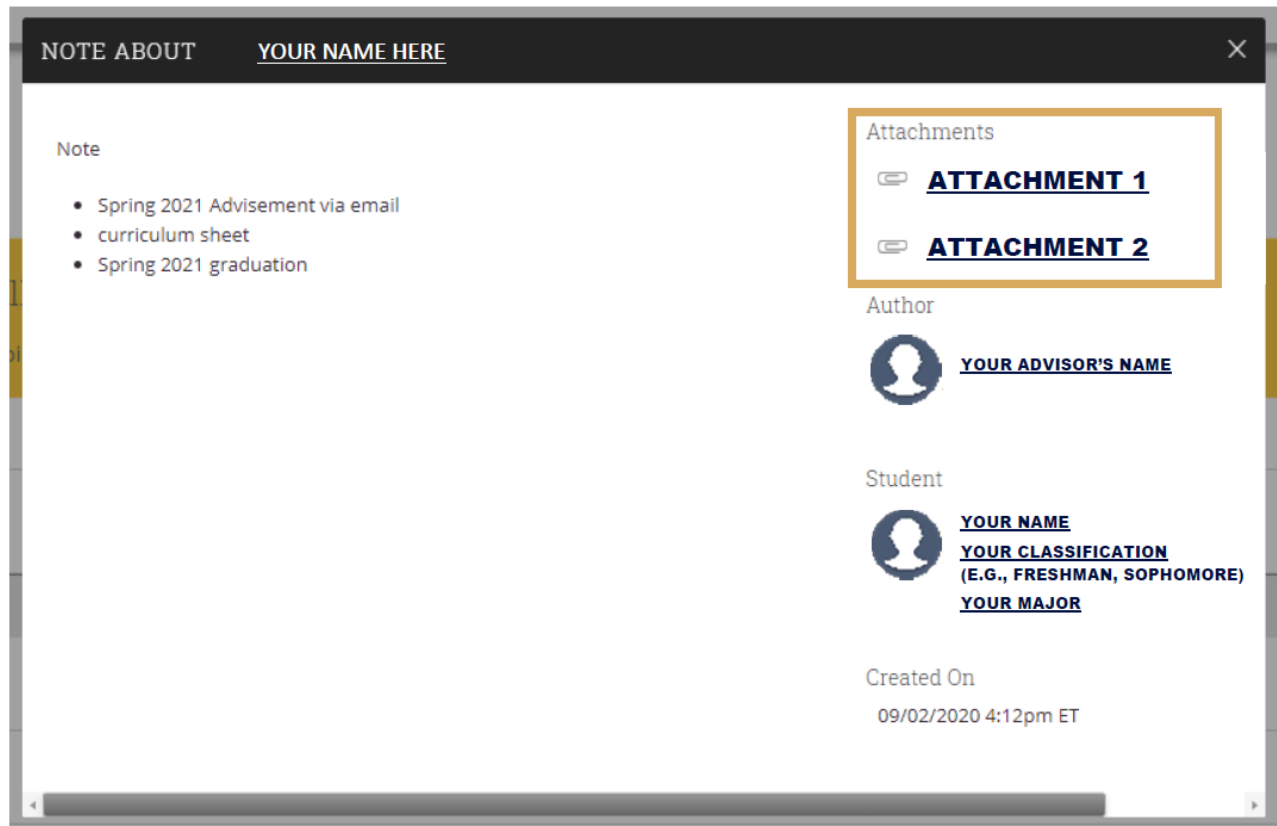


4. Look for your advisor's name under the "Created By" column. On the right side, click "View Note".

### Notes About YOUR NAME

<input type="checkbox"/>	DATE	CREATED BY	NOTE	NOTE REASONS	ATTACHMENTS	ACTIONS
<input type="checkbox"/>	09/02/2020	<b><u>YOUR ADVISOR'S NAME</u></b>	Spring 2021 Advisement via email curriculum sheet Spring...		09-02-2... Spring...	<a href="#">View Note   09/02/2020</a>

5. In the pop-up, the sheet(s) with your advisement information will be included as "Attachments". Click and download the attachment(s).



6. The downloaded attachment(s) will have your advisor's notes, course suggestions, and your Registration Access Number (RAN), which you will need to register for classes.