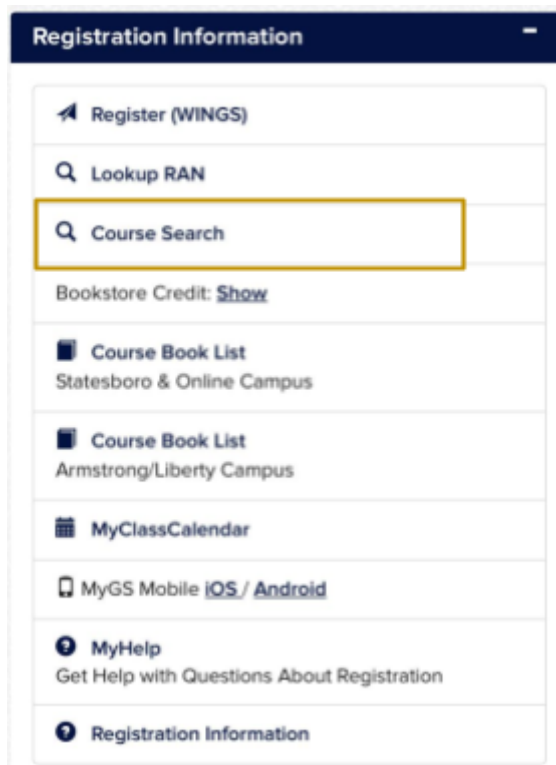# Registration Information

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.

   b. In the "Subject" box, type in the class name (e.g., 'English') or the course

abbreviation (e.g., ENGL).

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

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

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.

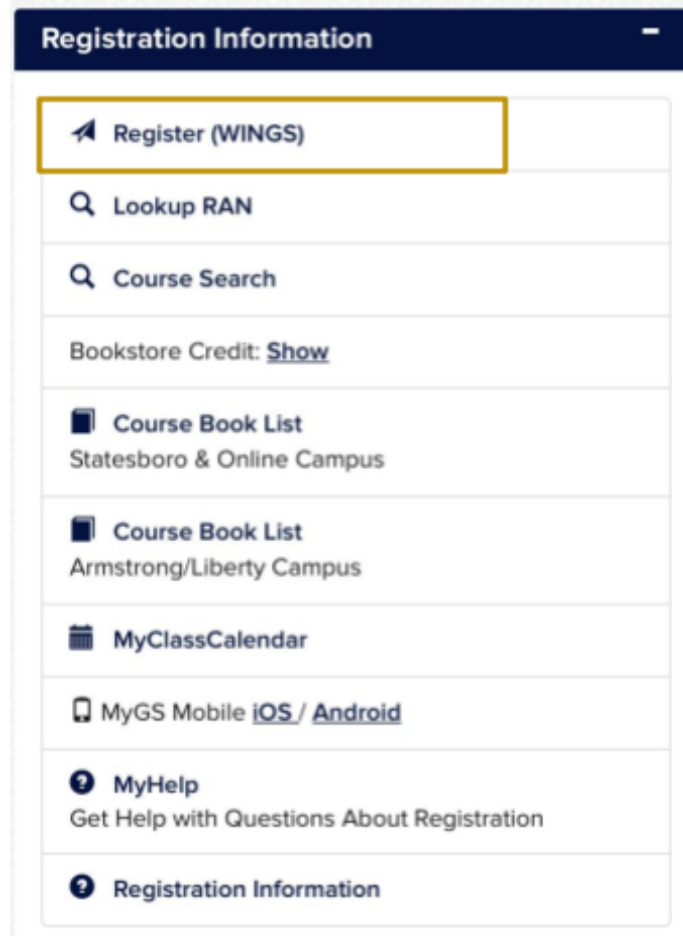| CRN	Subject	Title	Hours	Instructor	Time	Part of Term	Location
16266	ENGL 1101 09F	Composition I	3	Douberly, Julie	N/A	Full Term	Online Course Asynchronous Instruction, Entirely at a distance
14401	ENGL 1101 14F	Composition I	3	Ingalsbe, Natalie	N/A	Minimester I	Online Course Asynchronous Instruction, 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.

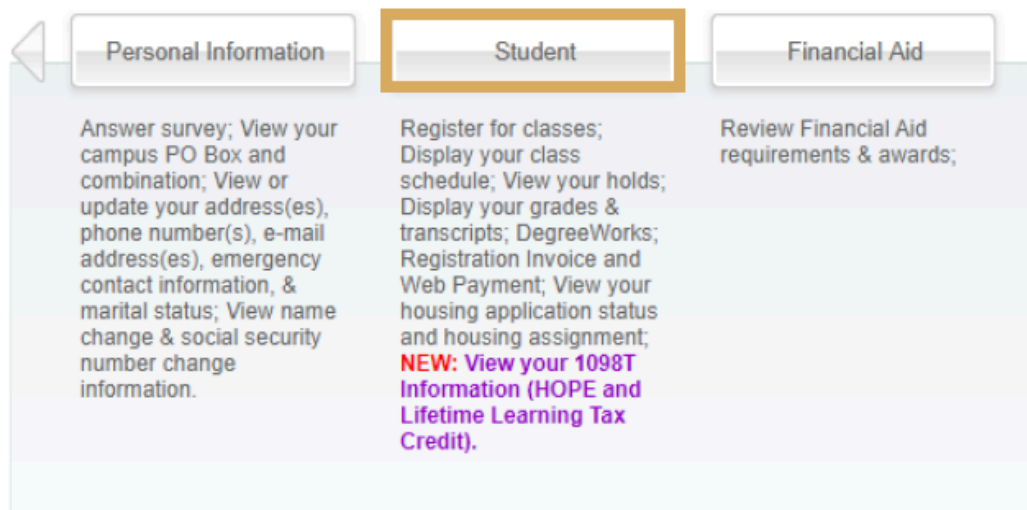# Keep scrolling to the next pages for step-by-step registration instructions in WINGS!

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".

5. Choose "Add/Drop Classes".

6. Select your desired term and click "Submit".
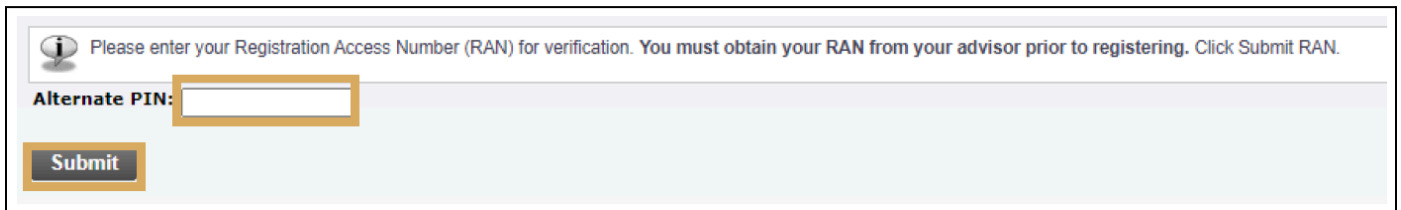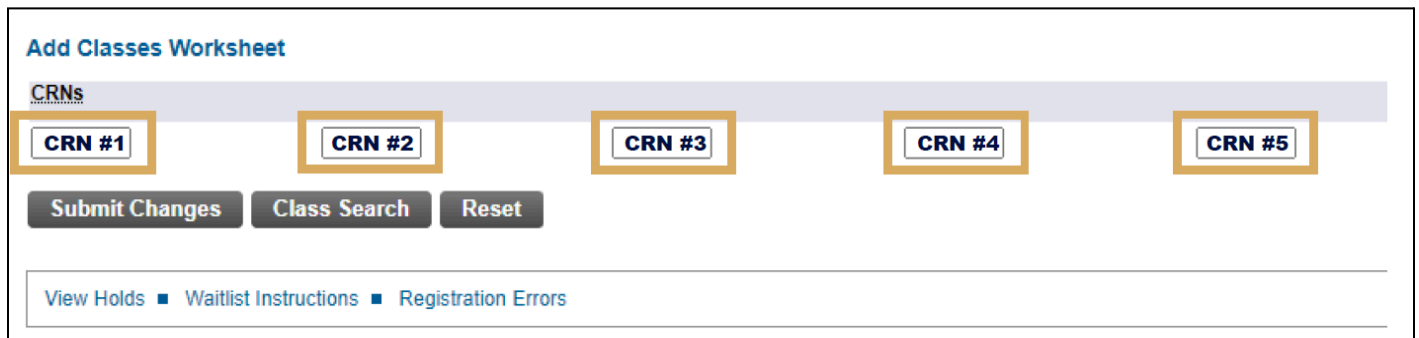
7. Type in your RAN (found on your advisement form), then click "Submit".
   (If you need to locate your advisement form follow these linked instructions to locate in EAB).

   Please enter your Registration Access Number (RAN) for verification. **You must obtain your RAN from your advisor prior to registering.** Click Submit RAN.

   **Alternate PIN:** [   ]

   Submit

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!*

   Add Classes Worksheet

   CRNs

   [CRN #1]   [CRN #2]   [CRN #3]   [CRN #4]   [CRN #5]

   Submit Changes   **Class Search**   **Reset**

   View Holds ■ Waitlist Instructions ■ 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.

   Current Schedule

   Status

   → **Web Registered** on Oct 26, 2020
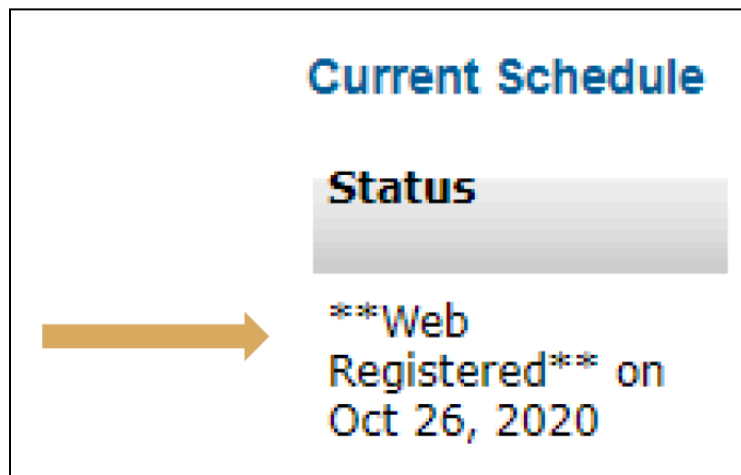
10. To review/verify your full schedule in WINGS, follow these instructions.

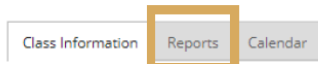# CONGRATULATIONS!
You have successfully registered.

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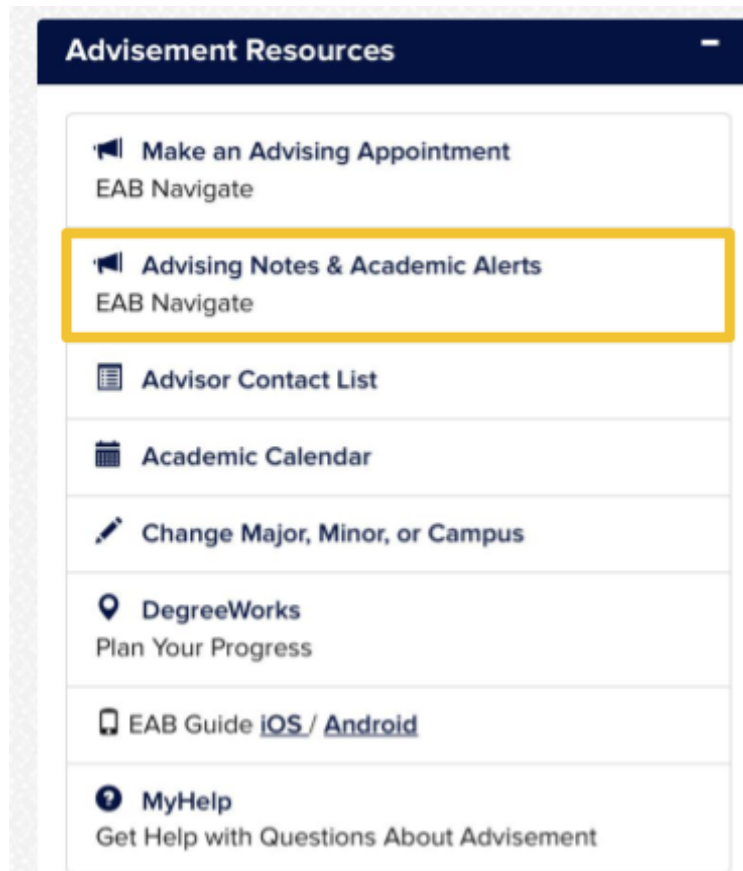
3. There are three tabs above your current class list. Select "Reports".

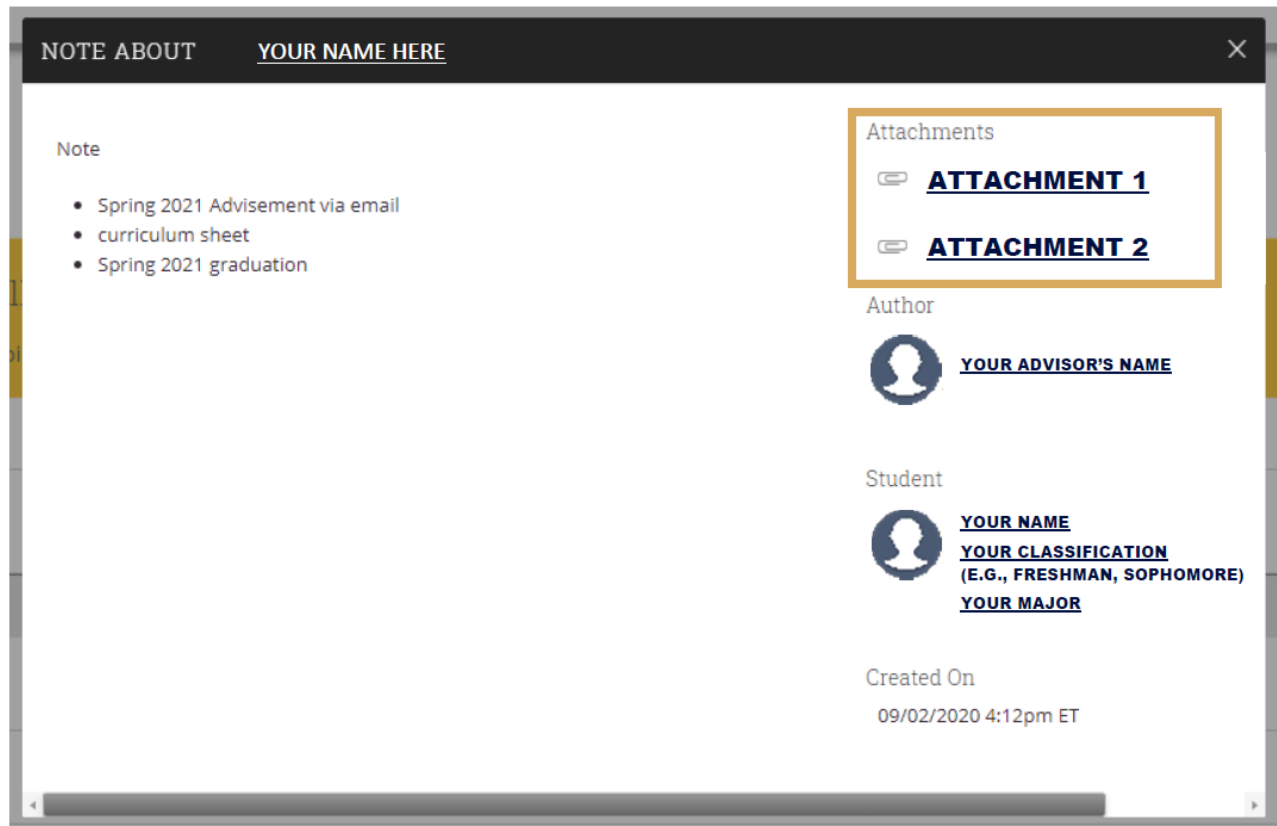4. Look for your advisor's name under the "Created By" column. On the right side, click "View Note".

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.