Georgia State University  
Perimeter College Student Guide  
for Consolidated Registration & Student Records Services  

Perimeter College records and web services are consolidated for Fall 2016 semester processing. Below is a timeline for when and where key web services and resources are accessed.

<table>
<thead>
<tr>
<th>Spring and Summer 2016 Resources and Web Services</th>
<th>Fall 2016 Resources and Web Services</th>
</tr>
</thead>
</table>
| Campus ID/System Access:  
  If you are a new user or have forgotten your GPC username and password, access: [https://idmgmt.gpc.edu/gml/](https://idmgmt.gpc.edu/gml/) | Campus ID/System Access  
  You must activate your GSU Campus ID for access to systems. [https://campusid.gsu.edu/main](https://campusid.gsu.edu/main) |
| SIS (Student Information System): Access to web services: Registration, transcripts and etc.  
  [https://sis.gpc.edu/PROD/twbkwbis.P_GenMenu?name=homepage](https://sis.gpc.edu/PROD/twbkwbis.P_GenMenu?name=homepage) | PAWS: Panther access to web services is a portal for students to conduct most student enrollment related 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. See tabs on top: i.e. Enrollment, Finances, etc. [http://paws.gsu.edu/](http://paws.gsu.edu/) |
| Before Registering for Courses:  
  Check your registration status for missing documents or holds that may prevent you from registering for classes  
  [https://sis.gpc.edu/PROD/twbkwbis.P_GenMenu?name=homepage](https://sis.gpc.edu/PROD/twbkwbis.P_GenMenu?name=homepage) | NEW Registration Agreement: All students must accept the terms and conditions of the Registration Agreement in order to register for courses. [http://registrar.gsu.edu/registration/registration-agreement/](http://registrar.gsu.edu/registration/registration-agreement/) |
| Class Schedule Search: Available prior to registration beginning for a term. The search allows you to find classes that you wish to take and ultimately register once you are logged into the system.  
  [https://sis.gpc.edu/PROD/bwckschd.p_disp_dyn_sched](https://sis.gpc.edu/PROD/bwckschd.p_disp_dyn_sched) | Class Schedule Search: Available prior to registration beginning for a term. The search allows you to find classes associated to the degree level in which you are admitted and ultimately to register once registration opens for you based on your time ticket. Log into the PAWS system, [http://paws.gsu.edu/](http://paws.gsu.edu/) Enrollment Tab (top of page). |
| Registration: Students may not begin registration prior to the established dates and times indicated on the academic calendar.  
  [http://www.gpc.edu/academiccalendar](http://www.gpc.edu/academiccalendar) | NEW Registration Time Tickets: Each semester students are assigned a time ticket for when they can begin to register. Priority is given to such students as those who are scheduled to graduate for the upcoming registration term and then to continuing students according to the total credit hours earned, etc. See link for more information.  
  [http://registrar.gsu.edu/registration/registration-guide/](http://registrar.gsu.edu/registration/registration-guide/) |
| Registration Guide:  
  [http://depts2.gpc.edu/~gpcem/registrar/campusregistration.html](http://depts2.gpc.edu/~gpcem/registrar/campusregistration.html) | Registration Guide: Includes how to videos on adding, dropping and withdrawing from classes, resolving holds on your student record, etc.  
  [http://registrar.gsu.edu/registration/registration-guide/](http://registrar.gsu.edu/registration/registration-guide/)  
  How to correct Registration Errors encountered while registering  
  [http://registrar.gsu.edu/registration/registration-error-messages/](http://registrar.gsu.edu/registration/registration-error-messages/) |
| Registration Access: Registration is conducted through SIS (Student Information System)  
  [https://sis.gpc.edu/PROD/twbkwbis.P_GenMenu?name=homepage](https://sis.gpc.edu/PROD/twbkwbis.P_GenMenu?name=homepage) | Registration Access: Registration is conducted through PAWS:  
  [http://paws.gsu.edu/](http://paws.gsu.edu/) |
| Student Course Registration Adjustments:  
  Students may make changes in class schedules during registration periods published on the college website. Students who do not need an advisor’s assistance may make changes using the online Web registration system. Students who need an academic advisor’s assistance should see the advisor prior to making any changes. For more information, access:  
  [http://www.gpc.edu/catalog/academic-policies](http://www.gpc.edu/catalog/academic-policies) | New Student Course Registration Adjustments: Adding, Dropping and Withdrawing from a Class(es): Students are responsible for adjusting their schedule by the end of the first week of classes. To no longer incur charges and have courses become part of their permanent transcript record. (Dates for some courses may differ.) For more information, access:  
  [http://registrar.gsu.edu/registration/registration-guide/dropping-or-withdrawing-courses/](http://registrar.gsu.edu/registration/registration-guide/dropping-or-withdrawing-courses/) Also see withdrawal information below.  
  Refer to the Academic Calendar for specific dates:  
  [http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/](http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/) |
## Spring and Summer 2016 Resources and Web Services

**Withdrawals:**
Before withdrawing from a course, the first action should always be to talk to a faculty member, department head, or advisor. Alternative solutions may be found in order to avoid the unfortunate decision to withdraw.

For more information, access: [http://www.gpc.edu/catalog/academic-policies](http://www.gpc.edu/catalog/academic-policies)

**Academic Calendars:**
Provide important key dates such as registration time periods, payment deadlines, exam schedules, holidays and other essential dates.
[http://www.gpc.edu/academiccalendar](http://www.gpc.edu/academiccalendar)

**Attendance in Classes:**
Students who do not plan to attend a class that they register for are responsible to make these changes to their registration during published registration times. All class attendance policies are on file with the appropriate department chair and are part of the course syllabus. For more information access:
[http://www.gpc.edu/catalog/academic-policies](http://www.gpc.edu/catalog/academic-policies)

**iCollege / Brightspace:**
Online Course access.
[https://gpc.view.usg.edu/d2l/login](https://gpc.view.usg.edu/d2l/login)

**DegreeWorks:**
This is the degree program audit tool for students located inside of Banner SSB Web under the student tools by clicking the “DegreeWorks”.
[https://sis.gpc.edu/PROD/twbkwbis.P_GenMenu?name=homepage](https://sis.gpc.edu/PROD/twbkwbis.P_GenMenu?name=homepage)

**Learning Support Coursework:**
[http://fsupport.gpc.edu/](http://fsupport.gpc.edu/)

**Enrollment Verification:**
For details on how to request an Enrollment Verification Letter (Proof of Enrollment) access:
[http://depts2.gpc.edu/~gpcem/registrar/enroll_verif.html](http://depts2.gpc.edu/~gpcem/registrar/enroll_verif.html)

**Tuition Classification/Residency Petitions:**
Requested through ERS offices on each campus. The form is also available on the web at [http://www.gpc.edu/forms/](http://www.gpc.edu/forms/)

**Transcripts:**
You may login through Banner SSB to view and request academic transcripts. (Link available until October 2016)
[https://iwantmytranscript.com/gpc](https://iwantmytranscript.com/gpc)

**Veteran’s Certification of Benefits:**
Completed through the office of financial aid at GPC.

## Fall 2016 Resources and Web Services

**New Withdrawals:**
Students are allowed to withdraw with a grade of W 3 times in their associate-level undergraduate career.

Students on a 2-year educational track enrolled at Perimeter College are allowed to withdraw with a grade of W 3 times during their educational career. Withdrawals prior to Fall 2016 and certain other types of withdrawals are not counted against the limit. Detailed information can be found in the Associate-Level Undergraduate Catalog: [http://enrollment.gsu.edu/catalogs/](http://enrollment.gsu.edu/catalogs/)

**Academic Calendars:**
Provide important key dates such as registration time periods, payment deadlines, exam schedules, holidays and other essential dates.
[http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/](http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/)

**New Attendance in Classes**
Students are responsible for formally dropping/withdrawing from class(es). See Student Course Registration Adjustments. Students should not simply stop attending. Students will be charged tuition for courses that are not formally dropped by the drop deadline each term. See rules and regulations in the University Catalogs. For more information access: [http://enrollment.gsu.edu/catalogs/](http://enrollment.gsu.edu/catalogs/) Also refer to the semester academic calendars. See above.

**Brightspace:**
Online Course access.
From GSU’s website, click on the Student tab at the top of the page, then under “Tools” D2L/Brightspace.
[www.gsu.edu](http://www.gsu.edu)

**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.
[http://paws.gsu.edu/](http://paws.gsu.edu/)

**Learning Support Coursework:**
See section 1310.50 of the Associate-Level Undergraduate Catalog [http://enrollment.gsu.edu/catalogs/](http://enrollment.gsu.edu/catalogs/)

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

**Tuition Classification/Residency:**
To determine if you qualify for in state tuition access:
[http://app.gsu.edu/tuition_classification/](http://app.gsu.edu/tuition_classification/)

**Transcripts:**
Effective October 2016, Perimeter College, Associate-level students may order transcripts by accessing:
[http://registrar.gsu.edu/academic-records/transcripts/](http://registrar.gsu.edu/academic-records/transcripts/)

**Veteran’s Certification of Benefits:**
Use the GVerify system to begin the process to have your enrollment certified and to receive VA Education Benefits - [http://veterans.gsu.edu/](http://veterans.gsu.edu/)
### Spring and Summer 2016 Resources and Web Services

**Student Enrollment Service Assistance:** The self-service option for Enrollment and Registration services is to aid in gaining assistance with matters associated with schedule creation, graduation or any other concerns associated with those elements. This is a web-based ticketing option for all students at GPC.

http://www.gpc.edu/selfservice/

The Enrollment and Registration Services Office is part of the Office of the Registrar at each GPC location. ERS staff are available to assist students with everything from completing the admissions process through applying for graduation.

If you require assistance at one of the campuses or have a general question regarding ERS please call us at 678-891-3535 or go online at [www.gpc.edu/selfservice](http://www.gpc.edu/selfservice) and submit a web inquiry. We respond to all web inquiries within 2 business days.

**Updating your Student/Academic Record:** Requested at campus ERS offices or through document submission email requests using the forms at the link below:

http://www.gpc.edu/forms/

**Grades:** Grades can be accessed at: [https://sis.gpc.edu/PROD/twbkwbis_P_GenMenu?name=homepage](https://sis.gpc.edu/PROD/twbkwbis_P_GenMenu?name=homepage)

**Grade Forgiveness Policy:**
http://www.gpc.edu/catalog/grade-forgiveness

**Final Exam Schedules:**
http://depts2.gpc.edu/~gpcem/registrar/final_exam.html

**To Apply to Graduate:** Perimeter College students use the application form for spring and summer conferral:
http://www.gpc.edu/forms/Application-Graduation.pdf

### Fall 2016 Resources and Web Services

**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.

http://paws.gsu.edu/

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 GSU websites.

If you need to speak to a representative in person or on the phone, assistance is available through our Enrollment 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. Click the link below for enrollment center locations, hours, and telephone numbers.

http://registrar.gsu.edu/assistance/

**Updating your Student/Academic Record:** Updates can be made by accessing the Enrollment tab on PAWS: http://paws.gsu.edu/

Certain changes, (i.e, name or social security number) have special instructions: [http://registrar.gsu.edu/academic-records/name-changes-and-corrections-of-records/](http://registrar.gsu.edu/academic-records/name-changes-and-corrections-of-records/)

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 instructor when accessing their grades. Access the link through PAWS, Enrollment tab:

http://paws.gsu.edu/

**New Repeat to Replace:** is similar to Grade Forgiveness formerly at GPC. With repeat to replace, students can only repeat 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/](http://registrar.gsu.edu/academic-records/grading/)

**Final Exam Schedules:** Students may access the exam schedule by selecting the semester they wish to view.

http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/

The link is also available on PAWS, Enrollment tab: http://paws.gsu.edu/

**NEW To Apply to Graduate:** New candidates for fall 2016 conferral will use the online application through PAWS. Perimeter college students will not lose their applications in the transition if they previously applied prior to March 17, 2016.

Click Enrollment tab then Apply to Graduate on http://paws.gsu.edu/

Information on applying:
http://registrar.gsu.edu/graduation/
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<tr>
<th><strong>Spring and Summer 2016 Resources and Web Services</strong></th>
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<tbody>
<tr>
<td><strong>Commencement Ceremony:</strong> All graduating students will participate in one ceremony effective spring 2016. For details please go to the specific site listed here. <a href="http://depts2.gpc.edu/~gpcem/commencement/commencement_index.html">http://depts2.gpc.edu/~gpcem/commencement/commencement_index.html</a></td>
</tr>
<tr>
<td><strong>University Catalogs:</strong> Access to the university catalogs for all university rules and regulations as well as degree program information. <a href="http://www.gpc.edu/catalog/">http://www.gpc.edu/catalog/</a></td>
</tr>
<tr>
<td><strong>Student Requests for Event Space:</strong> For requests for space on the Perimeter campuses only. Through the end of fall 16 semester, access: <a href="http://www.gpc.edu/facilities_usage/node/3">http://www.gpc.edu/facilities_usage/node/3</a></td>
</tr>
</tbody>
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<th><strong>Fall 2016 Resources and Web Services</strong></th>
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</thead>
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<td><strong>Commencement Ceremony:</strong> All graduating students will participate in one ceremony. For details access: <a href="http://registrar.gsu.edu/graduation/preparation-for-attending-commencement-ceremonies">http://registrar.gsu.edu/graduation/preparation-for-attending-commencement-ceremonies</a> and <a href="http://commencement.gsu.edu/commencement">http://commencement.gsu.edu/commencement</a></td>
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<td><strong>University Catalogs:</strong> To access the university catalogs for all university rules and regulations as well as degree program information go to <a href="http://enrollment.gsu.edu/catalogs/">http://enrollment.gsu.edu/catalogs/</a> and click on Associate-Level Undergraduate Catalog.</td>
</tr>
<tr>
<td><strong>Student Requests for Event Space:</strong> All students must have an institutional sponsor to request spaces on the GSU Atlanta campus. Access: <a href="http://registrar.gsu.edu/classroom-reservations/">http://registrar.gsu.edu/classroom-reservations/</a></td>
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