What is it? How can I use it?

Whether you are a student, faculty or staff member, myCATS is the main location to reach university-related information that resides on the web. Inside you will find the tools needed to accomplish your various tasks. You can check e-mail, register for courses, communicate with groups, post to your electronic calendar and much more. Now that you’ve been admitted, please utilize all of our web-based features and services.

What’s In myCATS?

In addition to the icons to your email, calendar and groups the Student tab contains useful links to various areas of the University such as:

- **My Student Links** to Academic Calendar, Catalog, Learning Center, Testing Center, Student Records, class schedule, Sodexho Campus Dining Services, Bobcat Card, Housing, Campus Life, the Library, and much more
- **PAWS Links** contains links to course offerings, registration, your schedule, Tranguide, grades, financial aid, degree evaluation, enrollment verification and lots of other services
- **My Courses** where you can view your course schedule, access your course home pages, email professors and other services related to your academic program.

The myCATS tab contains official communication from the University:

- This is where you will find your GCID
- Campus and Personal Announcements
- Online Parking Office
- Access to pay tuition and fees
- Campus News and more

You can create and modify your content/layout to customize your personal portal channels to your favorite links. You will find this on the Content/Layout link at the top left corner of the page. So now, let’s get started....

How To Login To myCATS

- Go to http://mycats.gcsu.edu
- Enter your User ID for this secure site - usually your name (formatted as firstname_lastname Ex: john_doe)
- Enter your PIN number - birth date (formatted as mmddyy).

Contact the Office of the Registrar at (478) 445-6286 if you need assistance with your myCATS login. After you have logged in to myCATS you may take advantage of the following services:

**Access Ecats E-Mail**

Every GCSU student has an Ecats E-mail account. This e-mail is considered an official mode of communication between GCSU faculty, administration and students. Check your e-mail account everyday for important communications from registration to class assignments to graduation.

- Click on the e-mail icon at the top right corner of the page
- Your e-mail address is usually formatted as firstname_lastname@ecats.gcsu.edu

Contact the SERVE Helpdesk if you need assistance with your Ecats e-mail (478-445-SERV).

**Print Your Schedule:**

- Click on Student Tab at top
- In Paws Links click on Registration Menu
- Click on GCSU Printable Schedule
- Select Term
- Print your schedule with the browser print button

**Find Your Advisor:**

- Click on Student Tab at top
- In Paws Links click on Student Records
- Click on GCSU Tranguide
- Select Term
- Scroll down to Academic Information to find your advisor’s name.
- If your advisor is not listed, please contact your major department.
Find the Academic Calendar:
• Click on Student Tab at top
• Scroll down to My Student Links
• Click on Academic Calendar

Find the Catalog:
• Click on Student Tab at top
• Scroll down to My Student Links
• Click on Catalogs

Register for Classes:
In order to register you may not have any holds on your account. To check for holds:
• Click on Student Tab at top
• Scroll down to PAWS Links
• Click on Student and Financial Aid
• Click on Student Records
• Click on View Holds

When all holds that prevent registration are cleared you may continue with registration.
• Go back to Student and Financial Aid in PAWS
• Click on Registration
• Click on Select Term
• Click on Add or Drop Classes
• Enter or search for desired courses

If you need help registering, please contact your academic adviser.

Financial Aid
Access your Financial Aid Awards
• Select the Student Tab
• Select PAWS main menu
• Select Student and Financial Aid
• Select Financial Aid
• Select Bobcat DEN
• Select term
• Select aid year

Pay For Your Classes (credit card and webcheck)
• Select Student Tab
• Select Registration from the PAWS links channel
• Select GCSU Term Balance
• Enter Term and scroll to bottom and choose payment option

Course Offerings
• Click on Student Tab at top
• Scroll down to PAWS
• Click on C.A.T.S.

Tranguide (unofficial transcript) and Grade Reports
• Click on Student Tab at top
• Scroll down to PAWS
• Click on Student Records
• Click on GCSU Tranguide

Transcript Requests
• Click on Student Tab at top
• Scroll down to PAWS
• Click on Student Records
• Click on Request Printed Transcript

Enrollment Verification
• Click on Student Tab at top
• Scroll down to PAWS
• Click on Enrollment Verification Menu

Degree Evaluation
To check on your progress toward graduation, requirements met or needed.
• Click on Student Tab at top
• Scroll down to PAWS
• Click on Student Records
• Click on Degree Evaluation

Transfer Equivalencies
• Click on Student Tab at top
• Scroll down to PAWS
• Click on Main Menu
• Click on T.A.I.L.

Other important information may be found on the web at:
http://www.gcsu.edu

THE FOLLOWING FORMS ARE FOUND AT
http://www.gcsu.edu/registrar/otherservices
• Registration
• Graduation
• FERPA
• Immunization
• Veterans
• And other forms...
There is even a GPA calculator on this page.

Contact Information
(All area codes = 478)
Admissions, Graduate................................. 445-6289
Admissions, Undergraduate.......................... 445-1283
Business Office........................................ 445-5254
Center for Student Success.......................... 445-1628
Financial Aid.......................................... 445-5149
Office of the Registrar................................ 445-6286
Orientation and New Student Programs.......... 445-0948
University Housing.................................. 445-5160
Veterans Affairs..................................... 445-6285