THE REGISTRATION ADJUSTMENT REQUEST PROCESS

This process begins the third week of classes. Please allow 1 to 3 business days for processing.

Students may appeal to the course instructor or the academic department that offers the course to add a course after the online registration period has ended.

Registration adjustment requests should indicate only the academic reason for the adjustment. The rationale for the request should not include student financial circumstances.

If a student decides not to attend the course once the appeal has been approved and added to the student’s schedule, the student must officially withdraw from the course on PAWS, prior to the semester midpoint.

**Steps for the Course Instructor:**

**Instructions:**
- Access GoSOLAR: [www.gosolar.gsu.edu/webforfaculty.htm](http://www.gosolar.gsu.edu/webforfaculty.htm) or PAWS: [http://paws.gsu.edu/](http://paws.gsu.edu/)
- Enter Campus ID and password.
- Select the Faculty Menu.
- Select Registration Adjustment Request.
- Enter the student's name and Panther Number.
- Select the name of the student whose request you wish to approve and the Registration Adjustment Approval Form will appear.

**Steps for the Course**:

**Instructions:**
- Access GoSOLAR: [www.gosolar.gsu.edu/webforfaculty.htm](http://www.gosolar.gsu.edu/webforfaculty.htm) or PAWS: [http://paws.gsu.edu/](http://paws.gsu.edu/)
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- Select Registration Adjustment Request.
- Enter the student's name and Panther Number.
- Select the name of the student whose request you wish to approve and the Registration Adjustment Approval Form will appear.

**Workflow Approval Process**

All approvers (e.g.: Academic Department, Academic Advisement, Office of Student Accounts, Office of Dean of Students, etc.) will access Banner Workflow to approve or deny registration adjustment requests.

**Instructions:**
- Approvers will receive email notifications to alert them of pending requests.
- The Worklist page will display all requests requiring approvals in the order in which they were received. The most recent request will appear at the top.
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- Select the name of a student whose request you wish to approve and the Registration Adjustment Approval Form will appear.

**Helpful Tips:**
- Check all course requirements (i.e. GPA, prerequisites, and etc.) before approving a course-add request.
- Dropping a course from a student’s registration schedule may change the student’s enrollment status from full-time to half-time. This action may jeopardize the student’s insurance coverage, financial aid, and scholarship requirements.
- Students will receive a grade of W or WF for any class withdrawn depending on whether or not they have exceeded their limit of withdrawals with a grade of W. (Note: The Limits on Withdrawals with a Grade of W policy applies to only degree-seeking, undergraduate students).
- To manage the email notifications, set up a rule in Outlook to filter the messages to a separate folder.
- If you need assistance contact: Joe Fernandez 404-413-2262 jfernander1@gsu.edu
  Averil Smith 404-413-2258 asmith7@gsu.edu