

Faculty and Academic Departments will access the online Registration Adjustment Request form to officially enroll a student who is actively participating in a course but the student's name does not appear on the class roll in PAWS, or to withdraw a student due to nonattendance.

How to Submit a Registration Adjustment Request

1. In PAWS, select Faculty Menu.
2. Select 'Registration Adjustment Request'.
3. Enter the student's PantherID number.
4. The student's current schedule will show at the bottom of the request form. Check their schedule before submitting the request to avoid error.
5. Select an Action from the drop-down menu.

Important Note:

- **Even Exchange:** Exchange one course with another of the same subject (or cross listed). If the instructor does not teach both sections, the Department must submit this request.
 - **Drop:** Remove course entirely from schedule with full refund. This request must be based on academic reasons (e.g. the student does not meet pre-requisites for this course.)
6. Instructors will select a course from a drop-down menu. Only courses assigned to that instructor will appear. Department Admins will need to enter the CRN for the course. Only courses offered by the department will be permitted.
 7. Click the registration action button (Add Course, Exchange Course, etc.). Verify the information is correct. If an error was made, click the Back button.
 8. If the information is accurate, click Submit.
 9. Requests submitted by instructors will route to the academic department for approval. Requests submitted by the academic department will route to the next appropriate office for approval.

THE REGISTRATION ADJUSTMENT REQUEST PROCESS

The Registration Adjustment 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 via:

<http://workflow.gosolar.gsu.edu/wfprod>

- The Worklist page will display all requests requiring approvals for the individual department.
- Select the request you wish to process, and the Registration Adjustment Approval Form will appear. **NOTE: All requests you click on are assigned to you and no one else can review it.**
- All information, such as Submitter Name, Student's Full Name, ID, Term, Course Information and Reason, will be displayed on this form.
- On this same page, the approver will have the option to Approve or Deny the request. If the request is denied, please indicate the reason in the Comments box. **Note: All comments entered here can be viewed by others in Banner and will be included in the email notification sent to the student.**
- When your decision is indicated, select **✓ Complete** to submit your decision. **Note: Selecting Save & Close only saves the request for later and does not submit the request. Make sure to select **✓ Complete**.**

Email Notifications

- Email notifications will be sent to the department email established for this process to alert of a pending request.
- Once the request has been processed, an email notification is sent to the submitter (instructor or department admin.), approvers, and student. If the request was denied by an approver (Academic Assistance, Dean of Students, or etc.), the reason for the denial will be included in the email.



For questions or assistance contact:
Registration & Compliance, 404-413-2283