

# Registration Walkthrough

The following registration walkthrough is designed to help you get through your first semester of registration here at the University of South Alabama, College of Nursing. Please note that this walkthrough has been designed to show you how to look up your classes and make a list BEFORE registering for your classes. That's actually quite important. Some of our classes require a co-requisite - a class that must be taken the same semester as another class. Some classes have two co-requisites. If you follow the procedure we outlined for you, then you are far less likely to receive registration errors.

## **Curriculum Schedule**

Please register according to the curriculum schedule that was included in your acceptance packet. It is imperative that you follow the curriculum we sent you to ensure you progress through the program appropriately. Please contact the appropriate department if you have scheduling concerns:

Undergraduate Program – [conbsn@usouthal.edu](mailto:conbsn@usouthal.edu)

Graduate Program – [congrad@usouthal.edu](mailto:congrad@usouthal.edu)

DNP Program – [condnp@usouthal.edu](mailto:condnp@usouthal.edu)

## **Tuition Payment Deadline**

Please note that the University of South Alabama does have payment deadlines for every semester. One of those deadlines involved paying 15% of your tuition by a specified date. It's important that you review these deadlines before you register. You can find them here:

<http://www.southalabama.edu/studentaccounting/feepayment.html>

You can pay your tuition and fees through PAWS. We will show you how to do this on page 15 of this Walkthrough.

## **Registration Holds**

Occasionally, students will have "holds" placed on their student account that will prevent registration. We will show you how to look for this on page 9 of this Walkthrough.

## **Let's get started**

The next page has a link to the University of South Alabama home page. If you click on that link, a new internet browser window will open up for you. Then, you can keep this document open and switch back and forth between this walkthrough and PAWS.

University of South Alabama Homepage - Windows Internet Explorer

http://www.usouthal.edu/

File Edit View Favorites Tools Help

Convert Select

Favorites Pandora USA USA BSN USA MSN USA DNP USA Admissions USA Registrar PAWS USA Online Banner

University of South Alabama Home... Page Safety Tools

USA University of South Alabama

text only Home A-Z Index Directories FAQ Quick Links

About USA Academics Admissions Alumni/Visitors Athletics Departments Student Services Search

USA Marching Band Prepares for Sept. 5 Debut

**APPLY TO USA**  
Come see for yourself all that USA has to offer!  
To learn more, click here.

**HOW TO GET MONEY FOR COLLEGE**

**USA Remembers Chemistry Professor, Thomas "T.G." Jackson**  
Dr. Thomas "T.G." Jackson, professor of chemistry in the College of Arts and Sciences, passed away at the age of 73 on Aug. 12 after a battle with cancer.  
[more...]

**Apply for Graduation**  
The deadline to submit an application for graduation in the Spring 2010 semester is September 4, 2009. For details on the application process and an Application for Graduation Form, click here.  
[ more News and News Archive... ]

**GAME DAY AND TICKET INFO**

**CAMPUS CALENDAR**

Campus Calendar Faculty/Staff Financial Aid Health Care Libraries Scholarships Research Find USA Doctor Make a Gift

CAMPAIGN Leadership PAWS Baldwin County Campus

University of South Alabama - Mobile, Alabama 36688-0002 (251) 460-6101  
For questions or comments Contact Us  
http://www.southalabama.edu  
Copyright © 2009 University of South Alabama

USA Online SOUTH ALABAMA USA Emergency & Weather Hotline 460-6999 Click Here

We start at the University of South Alabama's Home Page <http://www.usouthal.edu>

In the bottom left corner of the screen, click on the PAWS link.



Click on the link for "Enter Secure Area"

**User Login - Windows Internet Explorer**

https://paws.usouthal.edu/prod/twbkwbis.P\_WWWL

File Edit View Favorites Tools Help

Convert Select

Favorites Pandora USA USA BSN USA MSN USA DNP USA Admissions USA Registrar PAWS USA Online Banner

User Login

PAWS University of South Alabama Personal Access Web System

HELP | EXIT

- Please enter your JAG Number (User ID) and your Personal Identification Number (PIN).
- Your JAG Number is an upper case 'J' and two zeros (J00) added in front of your six-digit USA student number. For example, if your six-digit student number is 123456 then your JAG Number is J00123456.
- Your PIN for your initial login is your birthdate (mmddyy). Enter those six-digits. When finished, click Login.
- Once you login, you will be prompted to change your six-digit PIN. Follow the instructions given. When you are finished using PAWS, always Exit and close your browser to protect your privacy.
- Need help Navigating PAWS? Click [Here](#).
- If you have questions, contact [PAWS HELP](#). To ensure a prompt response, please include your full name (first, middle, last), date of birth, JAG number, current mailing address, and the term you last attended at USA (if applicable) along with information on the problem you are experiencing.
- PAWS is unavailable daily from 2 a.m. until 5 a.m. for system maintenance.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 7.4

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You should have already been to this page when you setup your email. If not, please go back and setup your email address. You can do that here: <http://jagmail.usouthal.edu/>

Go ahead and Login to PAWS.

Main Menu - Windows Internet Explorer

https://paws.usouthal.edu/prod/twbkwbis.P\_GenMer

File Edit View Favorites Tools Help

Convert Select

Favorites Pandora USA BSN MSN DNP Admissions Registrar PAWS USA Online Banner

Main Menu Page Safety Tools

PAWS Personal Access Web System

Personal Information Student Services & Financial Aid

Search  Go SITE MAP HELP EXIT

Welcome, to the PAWS Information System! Last web access on Aug 25, 2009 at 09:36 am

**Student Services & Financial Aid**

General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.

**Personal Information**

View or update your mailing address, current phone number, e-mail address; view name change & social security number change information; change your PIN.

[Return to Homepage](#)

RELEASE: 7.3

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Click on "Student Services & Financial Aid"

Student & Financial Aid - Windows Internet Explorer

https://paws.usouthal.edu/prod/twbkwbis.P\_GenMer

File Edit View Favorites Tools Help

Convert Select

Favorites Pandora USA USA BSN USA MSN USA DNP USA Admissions USA Registrar PAWS USA Online Banner

Student & Financial Aid

PAWS Personal Access Web System

Personal Information Student Services & Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

## Student Services & Financial Aid

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[Admissions](#)  
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

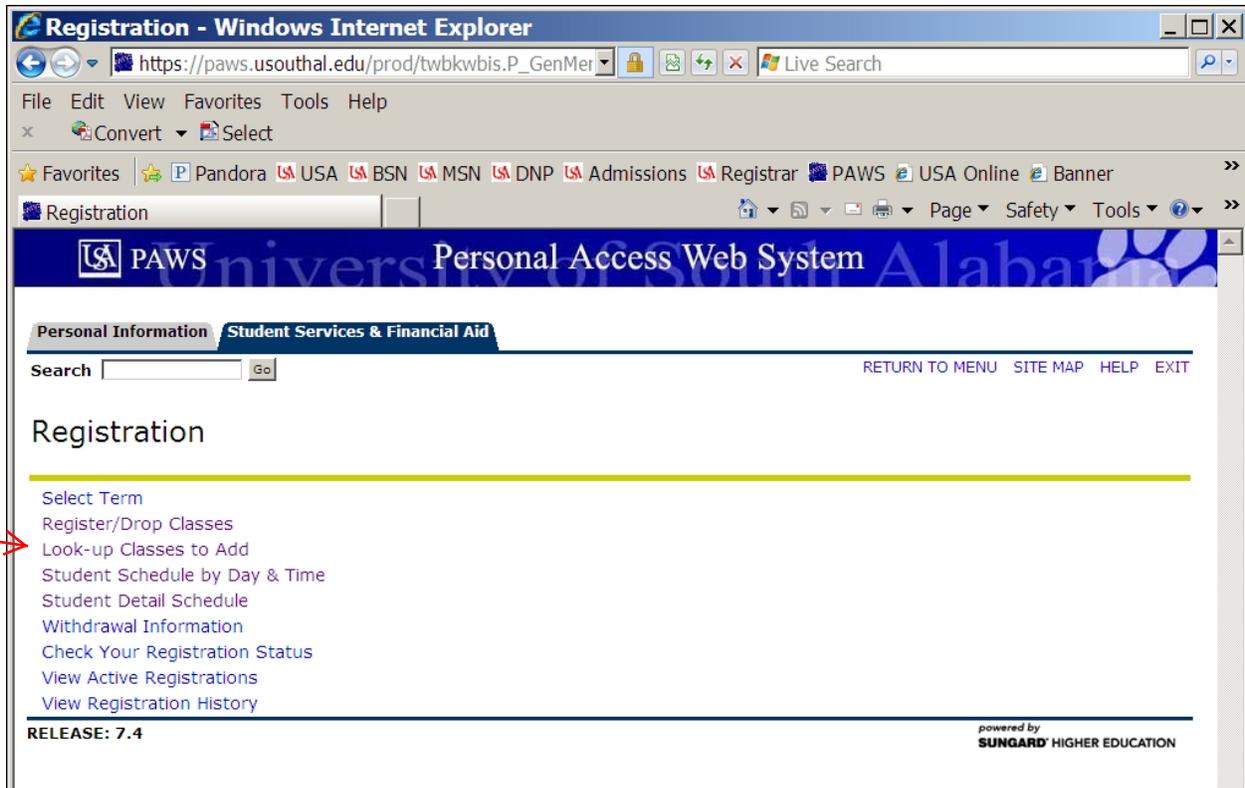
[Registration](#)  
Check your registration status; View your Time Ticket; Add or drop classes; Display your class schedule.

[Student Records](#)  
View your holds; Display your grades and transcripts; Run a Degree Evaluation; Display your 1098T; Review fee assessment and make payments.

[Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

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Click on "Registration"



Click on "Look-up Classes to Add"

Or,

If you are an undergraduate student and were already given your CRN numbers, skip to the instructions on Page 12 when you are ready to register for your classes.

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL [https://paws.usouthal.edu/prod/bwskfcls.p\\_sel\\_crse](https://paws.usouthal.edu/prod/bwskfcls.p_sel_crse). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links for Pandora, USA, BSN, MSN, DNP, Admissions, Registrar, PAWS, USA Online, and Banner. The page title is "Select Term or Date Range". The main content area features a blue header with the PAWS logo and the text "University of South Alabama Personal Access Web System". Below the header, there are tabs for "Personal Information" and "Student Services & Financial Aid". A search bar is present with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Select Term or Date Range" with a timestamp of "Aug 31, 2009 11:23 am". A section titled "Search by Term:" contains a dropdown menu currently set to "None", which is highlighted by a red arrow. Below the dropdown are "Submit" and "Reset" buttons. At the bottom left, it says "RELEASE: 7.3.3" and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

Click on the arrow, select the correct semester, and then click "Submit"

**Look-Up Classes to Add JWF - Windows Internet Explorer**

https://paws.usouthal.edu/prod/bwckgens.p\_proc\_tr

File Edit View Favorites Tools Help

Convert Select

Favorites Pandora USA USA BSN USA MSN USA DNP USA Admissions USA Registrar PAWS USA Online Banner

Look-Up Classes to Add JWF Page Safety Tools

**PAWS** University of South Alabama **Personal Access Web System**

Personal Information Student Services & Financial Aid

Search [ ] Go RETURN TO MENU SITE MAP HELP EXIT

**Look-Up Classes to Add:** Spring Semester 2009 Aug 31, 2009 11:24 am

To search for classes to add to your schedule, you must select a subject.

The other options may be used to refine your search. If the other options are used, the search results will only return classes meeting those exact restrictions. Use these options carefully.

Click 'Class Search' to open a list of 'Sections Found'. A message will tell you if no classes are available that meet your search criteria.

**Subject:** Academic & Student Affairs -MD  
Accounting  
Adult Health Nursing

**Course Number:** [ ]

**Title:** [ ]

**Credit Range:** [ ] hours to [ ] hours

**Part of Term:** Non-date based classes only

**Instructor:** All  
Abercrombie, Diane Dixon  
Abston, Nathaniel

**Session:** All  
Baldwin County  
Day

**Start Time:** Hour [00] Minute [00] am/pm [am]

**End Time:** Hour [00] Minute [00] am/pm [am]

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Class Search Reset

RELEASE: 7.3.3 [ Student Schedule by Day & Time | Student Detail Schedule | View Holds ] powered by SUNGARD HIGHER EDUCATION

All you really need to do is choose the "Subject" you want and, if you're an Undergraduate student at Baldwin County, make that selection under "Session." Once you're done with that, click "Class Search"

Some of the possible Subjects are:

- AHN - Adult Health Nursing
- CMN – Community Mental Health
- HSC – Health Sciences
- MCN – Maternal/Child Nursing
- NU – Nursing

This is also a good time to take a quick look to ensure that you don't have any "Holds" on your student account. You can do that by clicking on "View Holds."

Look-Up Classes to Add: - Windows Internet Explorer  
 https://paws.usouthal.edu/prod/bwskfcls.P\_GetCrse

PAWS Personal Access Web System

Personal Information **Student Services & Financial Aid**

Look-Up Classes to Add: Spring Semester 2009  
Aug 31, 2009 11:25 am

To register for a class, check the box in front of the CRN and click Register or Add to Worksheet. A "C" in place of a check box indicates the class is closed. "NR" indicates that you are already registered for that course, or your student registration status does not permit registration at this time. Click on a CRN hyperlink to see important information about that class.

Sections Found

**Nursing**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	NR 21075	NU	300	101	M	3.000	Foundations of Prof Nsg - W	M	09:00 am-10:00 am	45	40	5	0	0	0	0	0	0	Valorie A. Dearmon (P), Loretta Jones	01/12-05/07	TBA	Writing Intensive Requirement
<input type="checkbox"/>	C 21647	NU	300	301	M	3.000	Foundations of Prof Nsg - W	M	08:00 am-04:50 pm	24	26	-2	0	0	0	0	0	0	Cynthia W. Denmark (P)	02/16-03/09	BCF	Writing Intensive Requirement
<input type="checkbox"/>	NR 21077	NU	300	401	M	3.000	Foundations of Prof Nsg - W	M	01:00 pm-02:50 pm	45	37	8	0	0	0	0	0	0	Valorie A. Dearmon (P), Loretta Jones	01/12-05/07	BCF	Writing Intensive Requirement
<input type="checkbox"/>	NR 21078	NU	301	101	M	2.000	Foundations of Prof Nsg Clin	R	08:00 am-02:50 pm	8	7	1	0	0	0	0	0	0	Valorie A. Dearmon (P), Joseph E. Farmer, Rebecca J. Graves, Sandra H. Williams	01/12-05/07	TBA	
<input type="checkbox"/>	C 21079	NU	301	102	M	2.000	Foundations of Prof Nsg Clin	R	08:00 am-02:50 pm	8	8	0	0	0	0	0	0	0	Valorie A. Dearmon (P), Julie S. McClinton	01/12-05/07	TBA	
<input type="checkbox"/>	NR 21080	NU	301	103	M	2.000	Foundations of Prof Nsg Clin	R	08:00 am-02:50 pm	8	7	1	0	0	0	0	0	0	Valorie A. Dearmon (P), Rebecca J. Graves	01/12-05/07	TBA	
<input type="checkbox"/>	C 21081	NU	301	104	M	2.000	Foundations of Prof Nsg Clin	R	08:00 am-02:50 pm	10	10	0	0	0	0	0	0	0	Valorie A. Dearmon (P), Joseph F.	01/12-05/07	TBA	

Look through and find the specific classes you want and write down the CRN number.

If you need to look for a different "Subject" you can simply hit Back on your browser and choose a different "Subject."

Once you have all of the CRN numbers you need, then you're ready to register for class. In future semesters, you will have time to be proactive and select your classes before you're authorized to register. Then, you can register the first day of registration and be done with it until classes begin.

As soon as you have your complete list of CRN numbers, you're ready to register for your classes.

Click on the blue tab "Student Services & Financial Aid"

Student & Financial Aid - Windows Internet Explorer

https://paws.usouthal.edu/prod/twbkwbis.P\_GenMer

File Edit View Favorites Tools Help

Convert Select

Favorites Pandora USA USA BSN USA MSN USA DNP USA Admissions USA Registrar PAWS USA Online Banner

Student & Financial Aid Page Safety Tools

PAWS Personal Access Web System

Personal Information Student Services & Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

## Student Services & Financial Aid

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[Admissions](#)  
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

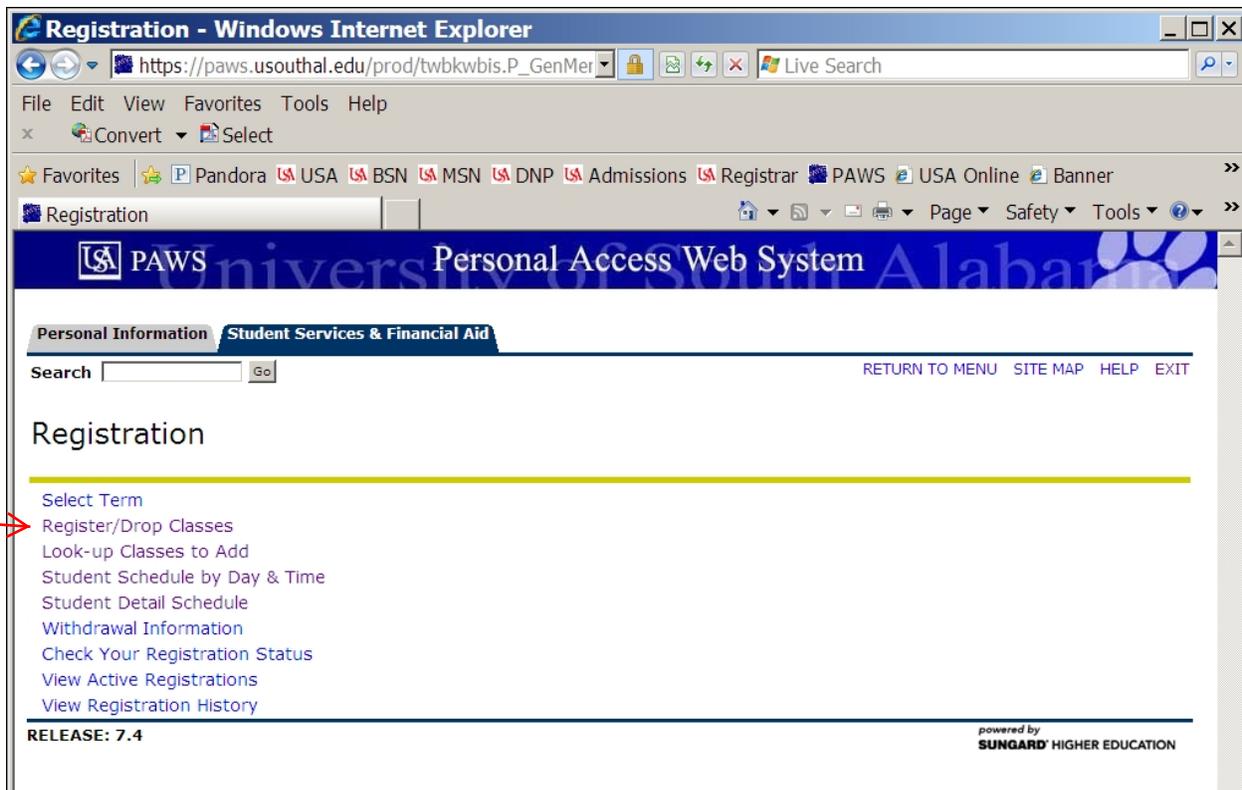
[Registration](#)  
Check your registration status; View your Time Ticket; Add or drop classes; Display your class schedule.

[Student Records](#)  
View your holds; Display your grades and transcripts; Run a Degree Evaluation; Display your 1098T; Review fee assessment and make payments.

[Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

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Click on "Registration"



Click on "Register/Drop Classes"

This is an important step to remember. This is also the same method to use if you have to drop a course at a later date. The instructions for dropping a class are on Page 16 of this Walkthrough.

Select Term - Windows Internet Explorer  
https://paws.usouthal.edu/prod/bwskfreg.P\_AltPin  
File Edit View Favorites Tools Help  
Convert Select  
Favorites Pandora USA USA BSN USA MSN USA DNP USA Admissions USA Registrar PAWS USA Online Banner Banner PREP Weather Dictionary  
Select Term Page Safety Tools  
PAWS Personal Access Web System  
Personal Information Student Services & Financial Aid  
Search Go RETURN TO MENU SITE MAP HELP EXIT  
Select Term Aug 31, 2009 11:26 am  
Term not available for Registration processing. Please select an available term or return to the menu and select a different option.  
Select a Term: Fall Semester 2009 Submit  
RELEASE: 7.2 powered by SUNGARD HIGHER EDUCATION

Click on the arrow, select the correct semester, and then click "Submit"

**Add/Drop Classes: - Windows Internet Explorer**

https://paws.usouthal.edu/prod/bwskfreg.P\_AltPin

File Edit View Favorites Tools Help

Convert Select

Favorites Pandora USA BSN MSN DNP Admissions Registrar PAWS USA Online Banner Banner PREP Weather Dictionary

Add/Drop Classes: Page Safety Tools

**PAWS** Personal Access Web System

Personal Information Student Services & Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

**Add/Drop Classes:** Fall Semester 2009  
Aug 31, 2009 11:26 am

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- To add a class to your schedule, enter the Course Reference Number (CRN) in the Add Classes squares, and then click Submit Changes.
- To search for CRNs, click Class Search.
- Classes already registered for the term will appear on the Current Schedule section.
- To remove a course from your schedule, change the option in the 'Action' drop-down box shown on your Current Schedule and then click the Submit Changes button. See [Schedule Adjustment policies](#) for more information.
- Official dates and refund periods are available on the [Official University Calendar](#).
- A schedule of tuition and fees is available from the [Office of Student Accounting](#).
- [Click here to view a complete list of possible PAWS Error Messages.](#)
- Please make sure your current mailing and telephone number are correct. Changes can be made at [Update Address and Phone Information](#).

Complete registration instructions and information on University registration policies, dates and deadlines are located at [www.southalabama.edu/registrar/registration.htm](http://www.southalabama.edu/registrar/registration.htm)

**IMPORTANT!** [Click here to view policies regarding canceling your registration and schedule adjustment.](#)

If you are planning to register for MA 110 or MA 112 or MA 113, or MA 120 or MA 125, you must first complete the math placement test. For information on the test go to [www.southalabama.edu/mathplacement](http://www.southalabama.edu/mathplacement).

 Be sure to click the Submit Changes button to finalize changes to your schedule.

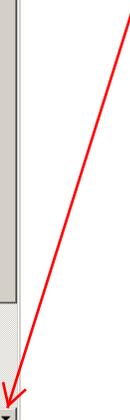
**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
	None								

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Maximum Hours: 19.000  
Date: Aug 31, 2009 11:26 am

**Add Classes Worksheet**

CRNs



Scroll to the bottom of the page.

**Add/Drop Classes:**

Fall Semester 2009  
Aug 31, 2009 11:26 am

- To add a class to your schedule, enter the Course Reference Number (CRN) in the Add Classes squares, and then click Submit Changes.
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**Be sure to click the Submit Changes button to finalize changes to your schedule.**

**Current Schedule**

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	None								

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Maximum Hours: 19.000  
Date: Aug 31, 2009 11:26 am

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

[ View Holds | Student Account/Payment ]

RELEASE: 7.3.3

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Enter the CRN numbers in the blocks near the bottom of the page and click "Submit Changes"

If you receive an error message, please copy and paste the message(s) into an email and send them to one of the following:

Undergraduate Program – [conbsn@usouthal.edu](mailto:conbsn@usouthal.edu)

Graduate Program – [congrad@usouthal.edu](mailto:congrad@usouthal.edu)

DNP Program – [condnp@usouthal.edu](mailto:condnp@usouthal.edu)

We will help you resolve your problem as quickly as possible.

Registration errors happen, so this is another reason why you should register for your classes as soon as possible. It gives us time to help resolve any problems on our end.

Once you have completed your registration, you can view your total tuition and fees by clicking on the link "Student Account/Payment."

**Add/Drop Classes: - Windows Internet Explorer**

https://paws.usouthal.edu/prod/bwskfreg.P\_AltPin

File Edit View Favorites Tools Help

Convert Select

Favorites Pandora USA BSN MSN DNP Admissions Registrar PAWS USA Online Banner Banner PREP Weather Dictionary

Add/Drop Classes: Page Safety Tools

Search Go RETURN TO MENU SITE MAP HELP EXIT

### Add/Drop Classes:

Fall Semester 2009  
Aug 31, 2009 11:26 am

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Be sure to click the Submit Changes button to finalize changes to your schedule.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
	None							

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Maximum Hours: 19.000  
Date: Aug 31, 2009 11:26 am

#### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[ View Holds | Student Account/Payment ]

RELEASE: 7.3.3

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To drop a class, click on the dropdown arrow under "Action" for the class you need to drop. It will give you several options. One of those options will be "Drop Course." Simply click on "Drop Course" and that will be the selected option. When you are 100% certain you wish to drop the course, click "Submit Changes" at the bottom of the page. When the page refreshes, the class will be removed from your schedule.

Again, it's important that you are absolutely certain that you want to drop a class BEFORE you drop it. Some of our courses are taught once a year. Therefore, if you drop a class, you might not be able to take it again for another year. We recommend that you speak with your instructor and/or your academic advisor before dropping a course whenever possible.

We here at the College of Nursing hope you found this Walkthrough useful. If you have any suggestions on how to improve it, please send an email to [gdeckard@usouthal.edu](mailto:gdeckard@usouthal.edu) with the subject line reading "Registration Walkthrough Suggestions."