Georgia Regents University Registration Worksheet

Use this worksheet to organize your course schedule for registration.
Well before registration, work with your advisor to review your degree plan and choices.

NOTE: If you have an "Advisement Hold", you are advised and registered in the Academic Advisement Center, UH262.
(Advisement Hold stays in place until successful exit to department/program.) Helpful link: http://www.gru.edu/advising

**TIP:** Clear all holds & satisfy any special conditions before trying to register. (See POUNCE Registration, Registration Status)

After your registration date & time, log in to POUNCE and register on-line. Follow the menu instructions carefully.
Register, add/drop courses on-line (unless required to register in person). Technical Help: IT Services, 706-721-4000 "9".

**TIP:** CONFIRM on-line that all of your courses are registered correctly. Print your schedule and verify.

Your Registration Date: ________ - ________ - ________

Your Registration Time: _________________________________

Your Student ID Number: ________________________________

Check REGISTRATION HELP for your date to begin registering & the date/time all registration ends.

Term/Alternate PIN: ________________________________

See your advisor each term.

CAUTION: Your completed worksheet contains confidential information about you!

CRN
Course Request Number
Course Subject & Section Letter
(example: ENGL1101 P)

M=Mon T=Tue W=Wed R=Thu F=Fri S=Sat

Enter course time range per day in the space below to help you see any conflicts:

Date discussed with Advisor: ________________________________

Student's Name: ________________________________

Advisor's Signature: ________________________________

Student's Signature: ________________________________

Pay fees by the due date. In POUNCE, Registration Menu, click "Pay by Financial Aid, Credit Card or Check" for amount due. Pay by credit card (not Visa) or web check. Have card/check in hand and follow instructions. Check fees to confirm that you have cleared balance. Print schedule or bill on-line from the registration menu.
To pay by cash or money order, see Business Office, Payne Hall during regular office hours.

**TIP:** Clear any balance by the due date to finish registration and avoid losing your classes.

Use POUNCE to register, add/drop courses, pay fees, verify classroom assignments, and check grades each term.