Augusta University

HOW TO REGISTER

DUAL ENROLLMENT

REGISTRATION TIPS

PRE-REGISTRATION

- Meet with your HS Counselor to discuss which course/s you need to take for graduation as well as any additional courses you may be interested in.
- Ensure your HS Counselor adds and approves your courses in your GAFutures Funding Application for the appropriate term.
- Verify how many Dual Enrollment Funding Hours you have available in GAFutures.
- If you will not have enough Dual Enrollment Funding Hours to cover your courses for the semester, complete a Self-Pay Course Approval Form and submit it to dualenrollment@augusta.edu prior to the first day of classes.
- Send all official college transcripts and AP exam scores to Augusta University if you wish to register for an upper level course.
- Check for course availability using the Schedule of Classes tool.
- Review the DE Registration Instructions.
- Mark your calendar for registration!

REGISTRATION

- Follow the DE Registration Instructions (DE students use the Schedule Planner to register).
- Double check your schedule to ensure the courses are correct with specific focus on the day, time, location, and delivery method.
- Print or save a copy of your schedule for your HS Counselor as well as your own records.
- Check your AU email daily if you are on a waitlist.

ALL NEW COURSE ADDITIONS TO GAFUTURES TAKE UP TO THREE BUSINESS DAYS TO PROCESS BEFORE THEY APPEAR IN THE SCHEDULE PLANNER

PRE-REGISTRATION CHECKLIST

AU Student Email – Check your AU email once a day for important announcements. Use your student email for all AU related correspondence and include your legal name and Student ID number. Never wait until the last minute to connect with faculty or staff on campus with an issue, problem, or question. It can take one to three business days to receive a reply back to your email inquiry.

Registration Calendar – Verify the correct date and time for registration. Remember that Registration is an ongoing process from the time it opens until the end of the Add/Drop period, but it is best to solidify your course schedule as soon as possible.

Schedule of Classes – The Schedule of Classes tool allows you to search for all course offerings by subject, time, location and delivery method. Keep in mind that the Schedule of Classes tool reflects real-time information so it is wise to double-check your classes several days in advance, and even the day of registration, to ensure your classes are still being offered and that the day/times have not changed.

Funded Courses – The Dual Enrollment Course Directory allows students to verify which classes are eligible for funding through the state program.

Holds – All Dual Enrollment students will have an 'Academic Advisement Advisee' hold on their account. Any other hold on your account must be taken care of prior to registration. If you do not understand the hold on your account, contact the Office of Academic Admissions at dualenrollment@augusta.edu.

Transfer Credit – Official transcripts must be received from any and all colleges/universities you have attended in order to receive credit. Completion or current progress in a course must be verified before a student will be allowed to register for a more advanced course with a prerequisite requirement.

AP Exam Credit – Official exam scores from CollegeBoard must be received and verified before a student will be allowed to register for a more advanced course with a prerequisite requirement.

World Language Placement Exam – For students wishing to enroll in a more advance World Language course, you must work directly with the Office of English and World Languages to complete a placement exam. Once the exam is complete, verify with the Office of English and World Languages which class you have placed into and that all necessary registration permissions have been added to your file.

REGISTRATION INSTRUCTIONS

Once approved by Admissions, Academic Advisement enters the courses your HS Counselor approved on your GAFutures Funding Application or Self-Pay Course Approval Form to your JagTrax account, allowing you to register through the Schedule Planner. You will use the Schedule Planner for ALL registration and scheduling adjustments.

Please note that it can take up to three business days for your HS Counselor Approved courses to appear in your Schedule Planner.

How do I create my schedule?

- Log into POUNCE and click STUDENT, then REGISTRATION, then SCHEDULE PLANNER.
- Select and Save your target term and desired campuses to proceed to the home page (DE students typically have class on the Summerville, Health Sciences, and Web campuses).
- To view the courses that were added to your planner, click the ADD COURSES button. On that page, select the courses you are interested in taking, click ADD COURSES then click BACK to return to the home page. **Courses from your GAFutures Funding Application/Self-Pay Course Approval Form do NOT automatically update to the Schedule Planner home page.**
- Click the OPTIONS icon next to a course to refine your target sections. Here, you can choose your section by professor, time, or format (online, in-person, hybrid). Select your desired section and click SAVE AND CONTINUE.
    - o Note: Avoid all sections labeled XX or SA unless you are a member of the Honors Program (XX) or are attending a Study Abroad trip (SA).
    - o If you are registering for co-requisite courses (e.g. BIOL 1107 and BIOL 1107L), you will need to register for them at the same time.
- Click the ADD BREAK button to block time you want to be out of class.
    - o If you have a high school schedule, work, or just don't want to be in class at certain times, enter those times and days, name the break, and click SAVE AND CONTINUE.
- Click GENERATE SCHEDULES to see a list of your potential schedules. The Schedule Planner builds your schedules around your desired sections and breaks and informs you of any course/break conflicts.
- Next to each schedule, hover over the magnifying glass icon for a quick glance of the schedule options. Click VIEW for a more in-depth picture (aim for a balanced schedule with time between classes for prep, study, travel, lunch, etc.)
- When you have found the schedule you want, click VIEW, and then click SEND TO SHOPPING CART at the top of the page.
    - o You can do this as far in advance as you want, the cart will NOT erase itself due to inactivity.
    - o Note: Sending classes to your Shopping Cart does NOT save you a seat in the course. The cart bookmarks the courses you want to take to make your registration easier.

REGISTRATION INSTRUCTIONS CONT.

How do I register for classes?

- Before your registration time opens, check your Registration Status in POUNCE by clicking STUDENT, then REGISTRATION, then REGISTRATION STATUS. Confirm any required permissions for your classes are in place. Address any holds that block your registration.
    - o Note: Your 'Academic Advisement Advisee' hold will **NOT** block you from registering
- Confirm seats are still available in your desired classes using the Schedule of Classes tool to look for open seats and section notes.
- On your day of registration, log into POUNCE, and click STUDENT, REGISTRATION, and SCHEDULE PLANNER REGISTRATION CART. Then select the Term and click REGISTER
    - o Note: If a desired course is full, you will NOT automatically be added to the wait list. If a wait list is available, the course will display at the bottom of the registration page with an Action Menu next to it. Click the action menu and select ADD TO WAIT LIST and click SUBMIT CHANGES to add yourself to the Wait List.
- Once registration opens, you can register 8:00 AM-12 MIDNIGHT until Schedule Adjustment ends.
- If you are registering for Summer and Fall, register for summer first, then fall.

How do I adjust my schedule?

To drop a registered course:

- Log into POUNCE, click STUDENT, then REGISTRATION, then REGISTRATION, ADD OR DROP CLASSES.
- Next to the course you wish to drop, click the drop down ACTION menu, select WEB DROP and click SUBMIT CHANGES at the bottom of the page.
- Be sure to discuss dropping a class with your HS Counselor first.

To add a new course:

- Log into Schedule Planner using the directions above. Click CONTINUE PLANNING SCHEDULE and follow all prompts to get to the home page. Once you are on the Home Page, there will be three sections: COURSES, CURRENT SCHEDULE, and SHOPPING CART.
- Under COURSES, select ONLY the course you want to add to your current schedule.
    - o Note: If the course was added after the initial submission of HS Counselor approved courses in GAFutures or on a Self-Pay Course Approval Form, you will need to click the ADD COURSES button to see the new course.
- Under CURRENT SCHEDULE select ALL courses.
- Under SHOPPING CART, deselect ALL courses.
- Then click GENERATE SCHEDULES to proceed with registration as explained on the previous page.

REGISTRATION INSTRUCTIONS CONT.

To replace a registered section:
- First drop from your current section in POUNCE, and then add your new section using the Schedule Planner in the previous directions listed.
  - o Note: If you are trying to replace a lab or lecture portion of a lab science, it is best to contact Academic Advisement.
- Be sure to double check the Schedule of Classes before you make any schedule changes. A class with an active wait list may show open seats until those on wait list are moved to fill the seats.

Once registered, print or save a copy of your Student Detailed Schedule for your HS Counselor and your own records!