

# Dual Enrollment Students

## How to Register Using Pounce Registration



### HAVE YOU MET WITH YOUR HIGH SCHOOL COUNSELOR?

Schedule an advisement appointment with your High School Counselor. During this advisement meeting, your High School Counselor will approve your course options in your GAfutures Funding Application. From there, you will Plan Ahead by creating a course Plan. You will also be provided with a Registration PIN. **A Registration PIN WILL NOT be provided to students who do not have approved courses in their GAfutures Funding Application..**

### HOW TO REGISTER

#### High School On-Site Registration

- Meet with your High School Counselor to discuss Dual Enrollment course options and policies specific to your high school. Your High School Counselor must approve your courses in GAfutures prior to registration and notify Augusta University of your interest in enrolling in an on-site course.
- Augusta University will register you for your approved courses.
- Save a copy of your Dual Enrollment schedule for your records.

#### Augusta University Campus Registration

- Meet with your High School Counselor to discuss Dual Enrollment course options and policies specific to your high school. Your High School Counselor must approve your courses in GAfutures prior to registration.
- Register for approved courses using POUNCE Registration.
- Send a copy of your Dual Enrollment schedule to your High School Counselor and save a copy for your records.

### REGISTRATION NOTES

Dual Enrollment students are responsible for completing their registration for class each semester. Students will require a Registration PIN to register or adjust their schedule from the day registration opens until the first day of the semester. Adjustments to the student's schedule can be made during the Add/Drop period by connecting with the Dual Enrollment Academic Advisor.

Registration for Summer and Fall semesters begin in March. Registration for Spring semester begins in October. Late registration for all semesters closes on the final day of the Add/Drop period.

Things to remember . . .

- Your courses must be approved by your High School Counselor in GAfutures.
- Your Academic Advisor will provide you with your Registration PIN.
- Allow three business days from the time your High School Counselor approves your courses in GAfutures to obtain your Registration PIN.
- All holds must be cleared/resolved before you can register.
- You are responsible for registering yourself for your courses (day, time, format delivery, and instructor are not guaranteed).
- Registered courses not approved in GAfutures will be administratively dropped from your schedule.
- Save a copy of your schedule for your records and send a copy to your High School Counselor.

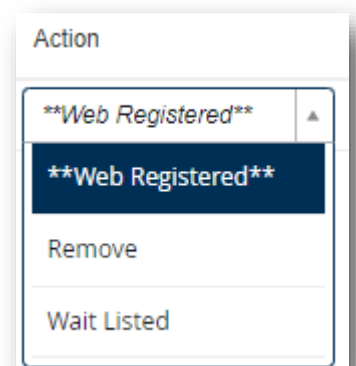
## STEP 1: PLANNING AHEAD IN POUNCE REGISTRATION (after courses are approved in GAfutures)

If you register for a course not approved by your HS Counselor in GAfutures, you will be administratively dropped from the course.

- Log into **POUNCE** using your JagID (AU email excluding @augusta.edu) and password.
- Select **STUDENT**, then **REGISTRATION MENU**.
- Select **REGISTRATION**.
- Select **PLAN AHEAD**.
- Select the term you are planning for and then continue.
- Select **CREATE A NEW PLAN**
- Create a plan for registration using **FIND CLASSES**.
  - **FIND CLASSES** - Search for any course by subject and course number.
  - To add specific sections of a course to your plan, click **VIEW SECTIONS**. To add a course but not a specific section, click **ADD COURSE**.
- Once you have completed the course selection process, click **SAVE PLAN**.

## STEP 2: REGISTERING FOR CLASSES (on your registration day)

- If you have already created your plan
  - Click **REGISTER FOR CLASSES**.
  - Select a term.
    - Note: You will be required to input a Registration PIN to move past this page. You can request your Registration PIN from your Academic Advisor.
  - Click **PLANS**.
  - Select the plan you want to register for.
  - Click **ADD** next to each course in your plan.
    - The classes will be in **Pending** status displayed as gray course blocks in the schedule.
  - Click **SUBMIT** under **SUMMARY** to register.
    - The classes will change from Pending to **Registered** and the course blocks will no longer be grayed out in the schedule.
- If a class is full
  - To wait list for a course
    - Click the action menu next to the class and select **WAIT LISTED**.
    - Click **SUBMIT**.
  - If you would like to change the section of a course you are registered for
    - Click the action menu next to the class and select **REMOVE**.
    - Click **SUBMIT**.
    - Click **PLANS**.
    - Click **VIEW SECTIONS** to view the open sections for a course.
    - Click **ADD** next to the section that works with your schedule.
    - Click **SUBMIT**.



Once registered, save a copy of your schedule for your own records and provide a copy to your High School Counselor.

For additional help with Registration, visit the Registrar's Registration web page or contact us at [dualenrollment@augusta.edu](mailto:dualenrollment@augusta.edu)

## OPTIONAL: HOW TO ADJUST YOUR SCHEDULE (after registration)

You can make adjustments to your schedule from the day registration opens until the first day of class. During the Add/Drop period (first week of class), you will need to work with your Academic Advisor to make any adjustments to your schedule.

- Log into **POUNCE** using your JagID (AU email excluding @augusta.edu) and password.
- Select **STUDENT**, then **REGISTRATION MENU**.
- Select **REGISTRATION**.
- Select **REGISTER FOR CLASSES**.
- Input your Registration PIN to move forward. You can request your PIN from your Academic Advisor.
- To drop a class
  - Click the action menu next to the class in the summary section.
  - Select **WEB DROP**.
  - Click **SUBMIT**.
- To change a course section
  - First, drop the class you would like to change.
    - Select **WEB DROP**.
    - Click **SUBMIT**.
  - Click **PLANS**.
  - Click **VIEW SECTIONS** next to the class you want to change to view the open sections.
  - Click **ADD** next to the section you would like.
  - Click **SUBMIT**.
- To move yourself off of a waitlist
  - Check your AU email daily for a message from the Registrar's office letting you know a seat has opened in the class. After you receive that email, you have 24 hours to add yourself to the class.
  - Log into **POUNCE** using your JagID (excluding @augusta.edu) and password.
  - Select **STUDENT**, then **REGISTRATION MENU**.
  - Select **REGISTRATION**.
  - Select **REGISTER FOR CLASSES**.
  - Click the action menu next to the waitlisted course.
  - Select **WEB REGISTERED**.
  - Click **SUBMIT**.

## HOW TO ADJUST YOUR SCHEDULE DURING ADD/DROP

On the first day of class, you will have a DE hold on your account that will prevent you from registering for class or making adjustments to your schedule. During this time, you will need to work with your Academic Advisor.

- To register or make adjustments to your schedule during the Add/Drop period
  - Email your Academic Advisor at [dualenrollment@augusta.edu](mailto:dualenrollment@augusta.edu) and include the following:
    - First and last name
    - Student ID Number
    - Course registration or adjustment request with course CRNs (5-digit course number)