# INSTRUCTIONS FOR REGISTRATION – BROWSE CLASSES





# OFFICE OF THE REGISTRAR USER INSTRUCTIONS

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## PROCESS

These instructions will help you navigate through POUNCE to browse available classes for a selected term.

## INSTRUCTIONS

- 1. Login to <a href="https://pounce.augusta.edu/">https://pounce.augusta.edu/</a> using your AU username (email address) and password.
- 2. Approve the Duo Multifactor Authentication as appropriate.
- 3. Click "Student" on the Main Menu.



Student Financial Aid Faculty Services Personal Information Go

Search

#### Main Menu

If you are a financial aid recipient, please check the status of your account. If selected for verification, you must submit all required documentatio award letter. When awards are posted, remember that you must "ACCEPT" or "DECLINE" your loans and complete Entrance Counseling, Financial

Attention Students: For any login issues, contact the ITS Help Line at 706-721-4000. You may also visit the help desks at any campus in person. T **HELPDESK** for assistance.

When finished, please log out and close your browser window.

Attendance Verification Verify student attendance in your assigned courses.

Faculty & Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information

Financial Aid Apply for Financial Aid, review status and loans.

NelNet Payment Plan Portal Sign up for a Nelnet Payment Plan.

Parking Registration & Permit Payment Choose a permit and pay for your permit here each semester

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Customize your directory profile.



## 4. Select "Registration Menu"



Personal Information Student Financial Aid Faculty Services

Search

Go

## Student

Parking Registration & Permit Payment Choose a permit and pay for your permit here each semester.

#### Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Customize your directory profile.

Registration Menu Check your registration status, class schedule and add or drop classes

Student Profile View all student information at one time.

Student Records View your holds, grades, transcripts

Student Account Information

#### 5. Select "Registration"



Personal Information Student Financial Aid Faculty Services

Search

Go

### Registration

Registration

Use this link to prepare for registration, register for classes, browse the course catalog, browse class sections, view registration information, check your schedule, and plan ahead.

#### Schedule Planner

ACADEMIC ADVISEMENT CENTER Students must use this link to register. All other students may also use the Schedule Planner to plan classes.

#### Schedule Planner Registration Cart

Students will use this link to register, waitlist, or drop the courses added to your Schedule Planner.

#### Withdrawal Information

Title IV Withdrawal Information for students who have withdrawn.

## 6. Select "Browse Classes"

Registrat	ion		
What wou	Ild you like to do?		
Ê	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.		Register for Classes Search and register for your classes. You can also view and manage your schedule.
-	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.		Browse Classes Looking for classes? In this section you can browse classes you find interesting.
<b>e</b>	View Registration Information View your past schedules and your ungraded classes.	L	Browse Course Catalog Look up basic course information like subject, course and description.

7. Select term you would like to browse and then continue.

## Select a Term

Terms Open for Registration		
	*	
Continue		

## 8. Enter your search criteria and select "Search".

Enter Your Search Criteria Term: Summer 2020	0
Subject	× Accounting
Course Number	
Keyword	
	Search Clear + Advanced Search

9. This displays all available courses and their data, such as CRN, meeting times/days, and the number of seats available. For additional section details, click on the title of the course.

#### Search Results — 9 Classes Term: Summer 2020 Subject: Anatomy

erni summer zozo - subject. Anatomy											
Title \$	Subject Descri	Course	Section	Hours	CRN≎	Term≎	Instructor	Meeting Times	Campus	Status	Attribute
Human Gross Anatomy Lecture/Supervised Lab/	Anatomy	7300	М	6	32	Su	Edmondson, Anna (	S M T W T F S 07:55 AM - 11:55 AM Type	Не	200 of 200 s	Doctor of Philosophy The Graduate School
<u>Special Topics in Anatomy</u> Seminar - Small Group	Anatomy	8010	M5	1	32	Su	Liu, Yutao (Primary)	$\fbox{S}$ M T W T F S $\cdot$ Type: Class Building: N	Ма	12 of 12 seat	Admin Home Graduate School Elective Course
<u>Special Topics in Anatomy</u> Seminar - Small Group	Anatomy	8010	M6	2	32	Su	Liu, Yutao (Primary)	SMTWTFS - Type: Class Building: N	Ma	1 of 1 seats r	Admin Home Graduate School Elective Course
<u>Special Topics in Anatomy</u> Seminar - Small Group	Anatomy	8010	M7	3	32	Su	Liu, Yutao (Primary)	SMTWTFS - Type: Class Building: N	Ма	1 of 1 seats r	Admin Home Graduate School Elective Course
<u>Special Topics in Anatomy</u> Seminar - Small Group	Anatomy	8010	M8	4	32	Su	Liu, Yutao (Primary)	SMTWTFS - Type: Class Building: N	Ма	1 of 1 seats r	Admin Home Graduate School Elective Course

<b></b> []		AU	GU	STA								
V.	y		IVERS			Class Details for Designing Yo	ur Life Inquiry 1000 A	×				
Studer	<u>nt • I</u>	Regist	ration	• <u>Select a</u>	Ter	17363 Term: 202308   CRN: 17363						
Browse Classes					se Classes Discovery, exploration, and analysis of ideas that faculty members act							
						Bookstore Links	a variety of disciplines, study and investigate. Section information text:					
Search Term: Fal						Course Description	Designing Your Life					
CRN		·	Section	Title	\$	Syllabus			Attribu			
CRIP	Subject	Course	Section	nue		Attributes			Aundu			
				Designing Your Lif	e	Restrictions			Core C			
17363	INQR	1000	A	Seminar - Small Group		Instructor/Meeting Times			Plagiar preven			
						Enrollment/Waitlist						
						Corequisites						
				Fund. of Academic	2	Prereauisites			Core C			

## CONTACT

If you have any additional questions, please contact our office at <u>registrar@augusta.edu</u>.