

INSTRUCTIONS FOR REGISTRATION – PLAN AHEAD



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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INSTRUCTIONS FOR REGISTRATION

PROCESS

These instructions will help you navigate through POUNCE to access the plan ahead function.

INSTRUCTIONS

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



Personal Information **Student** Financial Aid Faculty Services

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 documentation and award letter. When awards are posted, remember that you must "ACCEPT" or "DECLINE" your loans and complete Entrance Counseling, Financial Aid Acceptance, and Entrance Counseling.

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. Try the [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.

Student

Register, View your academic records.

4. Select “Registration Menu”

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AUGUSTA UNIVERSITY



[Personal Information](#) **Student** [Financial Aid](#) [Faculty Services](#)

Search

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"



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Search

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.

INSTRUCTIONS FOR REGISTRATION

6. Select “Plan Ahead”

Registration

What would you like to do?

-  **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.
-  **View Registration Information**
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**
Look up basic course information like subject, course and description.

7. Select term you are planning ahead for and then continue.

Select a Term

Terms Open for Registration

8. Select “create a new plan”.

Plans you have created for this term: 0

Term: Summer 2020

You are allowed a maximum of 2 plans for this term.

 **Create a New Plan**

Number of Degree Works Plans: 0

9. Search for classes you would like to register for. Enter the subject or click in the text field beside it for a drop-down menu.

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Enter Your Search Criteria

Term: Summer 2020

Subject

Course Number

Keyword

[Clear](#) [Advanced Search](#)

10. Find the course you would like to add and select “add course”.

Search Results — 19 Courses
Term: Summer 2020 Subject: Accounting Search Again

Title	Subject Description	Course Number	Hours	Description	
Prin of Acct I	Accounting	2101	3		<input type="button" value="Add Course"/>
Prin of Acct II	Accounting	2102	3		<input type="button" value="Add Course"/>
Intermediate Accounting I	Accounting	3311	3		<input type="button" value="Add Course"/>

11. Once you have added all courses, select “save plan”.

Summer 2020Untitled Plan +

Title	Details	Hour	CRN	Schedule	Note	Status	Action
Acct. Information Sys...	ACCT 4350	3				Pending	<input type="button" value="Add"/>
Prin of Acct I	ACCT 2101	3				Pending	<input type="button" value="Add"/>
Introduction to Crimin...	CRJU 1103...	3	32179	Async...	---	Registered	---

Total Planned Hours: 0 | Registered and CEU Hours: 3

12. Name your plan and save.

Name Your Plan

Plan Name

13. You will now be able to select this plan when registration opens.

INSTRUCTIONS FOR REGISTRATION

CONTACT

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