

# **INSTRUCTIONS FOR REGISTRATION – PREPARE FOR REGISTRATION**



**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 preparing for registration functions.

## 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  Go

### 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 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. [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”

# INSTRUCTIONS FOR REGISTRATION



[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"



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

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 “Prepare for Registration”


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 preparing to register for and then continue.

Select a Term

Terms Open for Registration

**Continue**

## 8. This page gives all information in preparation for registration. (holds, class standing, major, etc...)

### Registration Status

Term: Summer 2020

✓ Your Student Status permits registration.

✓ Your academic status permits registration.

✓ You have no holds which prevent registration.

i Your class standing for registration purposes is Freshman-Semester

### Primary Curriculum

Level: Undergraduate Semester

College: College of Arts, Hum, Soc Sci

Degree: Undeclared

Program: Undeclared

Campus: Main Campus

Catalog Term: Spring 2020

Admit Term: Spring 2020

Major: Undeclared

Department: Academic Advisement Center

## CONTACT

If you have any additional questions, please contact our office at [registrar@augusta.edu](mailto:registrar@augusta.edu).