INSTRUCTIONS FOR REGISTRATION – REGISTER FOR CLASSES

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PROCESS

These instructions will help you navigate through POUNCE to register for classes.

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.

4. Select "Registration Menu"

AUGUSTA UNIVERSITY

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"

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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Title IV Withdrawal Information for students who have withdrawn.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 "Register for Classes"

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 registering for and click "Continue". If you have an assigned PIN, you will be prompted to enter it beneath the term selection.

Select a Term

Terms Open for Registration

Continue

8. Select how you would like to register for classes (search, enter CRN, from your plan).

Find Classes   Enter CRNs   Plans

A. To use the find classes option – enter your search criteria and select search. You can then add the course that you would like to register for.

Enter Your Search Criteria ⓘ
Term: Summer 2020

Subject: ✕ Accounting

Course Number:

Keyword:

Search   Clear   ▸ Advanced Search

Title		Subject Descri	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campu	Status	Attribute	
Prin of Acct I Asynchronous Instruction		Accounting	2101	WE4	3	30...	Su...	Park, Sang Hyun (...	S M T W T F S - Type: Class Building:	Web	50 of 50 seat... 15 of 15 wait...	Core Area F Plagiarism prevention is used	Add
Prin of Acct II Asynchronous Instruction		Accounting	2102	WE4	3	30...	Su...	Dugan, Michael Henson, Heather (...	S M T W T F S - Type: Class Building:	Web	50 of 50 seat... 15 of 15 wait...	Core Area F Plagiarism prevention is used	Add

B. To use the enter CRN option – enter the CRN manually, you may select "add another CRN" to add multiple courses at one time and then select "add to summary".

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

CRN [   ]

CRN [|]

+ Add Another CRN   **Add to Summary**

C. To register from your saved plan – select plan, then view sections for each course and add your desired section.

Register from a plan.

Term: Summer 2020

▼ 📅 summerHH								Crea
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Acct. Information Systems	ACCT 4350	3						🔍 View Sections
Prin of Acct I	ACCT 2101	3						🔍 View Sections

Title		Subject Descri	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campu	Status	Attribute	
Prin of Acct I Asynchronous Instruction		Accounting	2101	WE4	3	30...	Su...	Park, Sang Hyun (P...	S M T W T F S - Type: Class Building: (	Web	50 of 50 seat... 15 of 15 waitl...	Core Area F Plagiarism prevention is used	Add

9. Once you have added all desired courses, they will appear in the summary screen. Verify that the information is correct and select "submit".

10. Verify your status. It will state registered or if there are re...
preventing registration. If you have the green "registered" status for all
courses, you are finished.

11. To drop a course, please select "remove" from the action drop down and
submit.

CONTACT

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