

INSTRUCTIONS FOR REGISTRATION – REGISTER FOR CLASSES



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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INSTRUCTIONS FOR REGISTRATION

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.



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. TI [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 “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

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

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

Course Number

Keyword

[▶ Advanced Search](#)

INSTRUCTIONS FOR REGISTRATION

Title	Subject Description	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	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: C	Web	50 of 50 seats... 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: C	Web	50 of 50 seats... 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 Create								
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 Description	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	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: C	Web	50 of 50 seats... 15 of 15 wait...	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”.

INSTRUCTIONS FOR REGISTRATION

Summary

Title	Details	Hours	CRN	Schedule 1	Status	Action
<u>Prin of Acct I</u>	ACCT 2101, ...	3	30780	Asynchr...	Pending	**Web Registered** ▼
<u>Introduction to Criminal...</u>	CRJU 1103, ...	3	32179	Asynchr...	Registered	None ▼

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999,999.999

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.