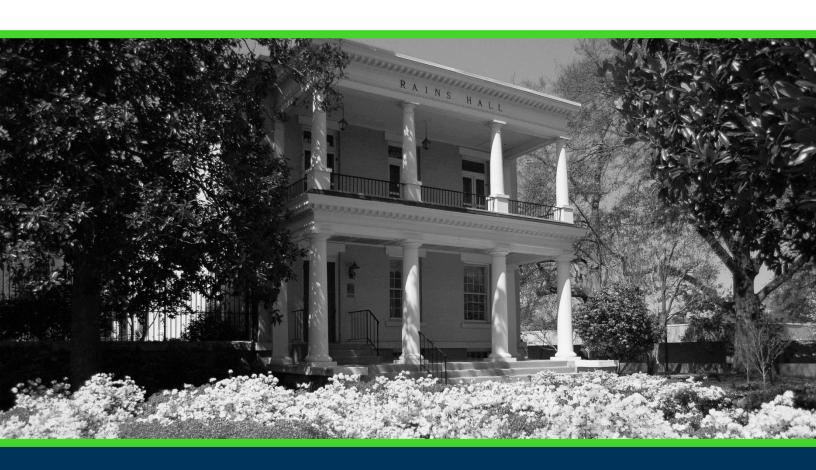
# INSTRUCTIONS FOR REGISTRATION – REGISTER FOR CLASSES





OFFICE OF THE REGISTRAR USER INSTRUCTIONS

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## **PROCESS**

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

## INSTRUCTIONS

- 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.



# **AUGUSTA UNIVERSITY**



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 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. THELPDESK 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"

Register, View your academic records



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#### Student

#### Parking Registration & Permit Payment

Choose a permit and pay for your permit here each semester.

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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"



# AUGUSTA UNIVERSITY

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.

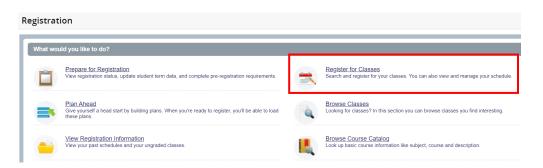
#### Schedule Planner Registration Cart

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

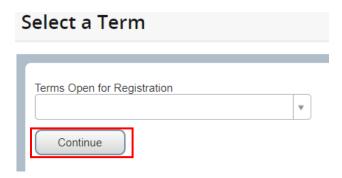
#### Withdrawal Information

Title IV Withdrawal Information for students who have withdrawn.

6. Select "Register for Classes"



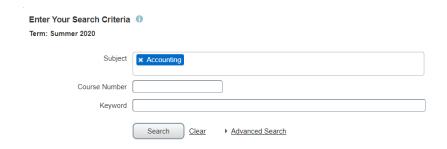
7. Select term you are registering for and click "Continue". If you have an assigned PIN, you will be prompted to enter it beneath the term selection.



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.





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



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





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 repreventing 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 <a href="registrar@augusta.edu">registrar@augusta.edu</a>.