

STUDENT GUIDE TO REGISTRATION

Updated July 10, 2023



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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STEP 1: PREPARE FOR REGISTRATION

These instructions will help you navigate through POUNCE to access the preparing for registration functions.

1. Login to

<https://pounce.augusta.edu/StudentRegistrationSsb/ssb/registration> using your AU username (email address) and password.

2. Approve the Duo Multifactor Authentication as appropriate.

3. Select “Student” from the main menu.

The screenshot shows the top navigation bar with tabs for Personal Information, Student, Financial Aid, and Faculty Services. Below the navigation bar is a search field. The main menu section contains several links with descriptions:

- 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”.

The screenshot shows the same main menu as above. The 'Registration Menu' link is highlighted with a red box. Below the main menu, there are several other links:

- 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: Student Account - Tuition and Fees

5. Select “Registration”.

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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 "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 the term you are preparing to register for and then continue.

Select a Term

Terms Open for Registration

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

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Registration Status

Term: Fall 2023

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

Earned Hours

- i You have Earned Hours for Level: Undergraduate Semester, Institution Hours: 89, Transfer Hours: 0
- i Your class standing for registration purposes is Junior-Semester

Primary Curriculum

Level: Undergraduate Semester
College: College of Arts, Hum, Soc Sci
Degree: Bachelor of Arts
Program: BA-English
Campus: Main Campus
Catalog Term: Fall 2021
Admit Term: Fall 2017
Admit Type: Traditional Freshman
Major: English
Department: CAHSS English and World Lang
Major Concentration: Literature
Minor: Political Science

ADVISOR APPOINTMENT

It is recommended that you make an appointment with your advisor. At this appointment, be sure to ask your advisor if a PIN will be required for registration and to obtain that PIN when you meet with your advisor.

HOLDS INFORMATION

Holds are placed on student records for various reasons and can be viewed in POUNCE. Typically, an action is required by the student for the hold to be removed (e.g. payment, documentation, completion of a requirement, exit

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interviews, etc.). Financial holds are the most common and can be placed for any amount owed to the University. Most often, holds prevent registration, enrollment verification, transcript processing, or receipt of diploma.

Viewing Holds in POUNCE

A list of holds added to your student record can be viewed on your [POUNCE](#) account. Refer to the instructions on page 2 on how to access this information.

Holds Information

A list of holds that can be added to student records are outlined below by Hold Code. The list includes the contact for removing the hold and any processes or activities affected by the hold. If you have questions about a specific hold, please contact the responsible office.

Removing a Hold

Once you have completed the action required to remove a hold from your student record, be sure to contact the responsible office and request for the hold be removed. Some offices remove holds daily, weekly, or monthly in an automatic process. Therefore, it is imperative that you communicate any special deadlines to the responsible office to ensure timely removal of holds.

Holds

Hold Code	Hold Type	Contact for Hold Removal	Prevents
AA	Academic Affairs Hold	Academic Affairs 706-446-1422	<ul style="list-style-type: none">• Application to a Program• Registration• Sending Transcripts
AD	Admissions Hold	Academic Admissions 706-737-1632	<ul style="list-style-type: none">• Application to a Program• Registration• Sending Transcripts
AH	Athletics Hold-Registration	Athletics 706-737-1626	<ul style="list-style-type: none">• Registration
AP	Applied for Graduation Hold	Registrar's Office 706-446-1430	<ul style="list-style-type: none">• Registration
AR	Business Office Hold	Business Office 706-737-1767	<ul style="list-style-type: none">• Application to a Program• Enrollment Verification• Registration• Release of Diploma• Sending Transcripts

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AS	Arts/Sciences Hold	Pamplin College 706-737-1738	<ul style="list-style-type: none"> • Registration
BA	COB Administration Hold	Hull College of Business 706-737-1418	<ul style="list-style-type: none"> • Registration • Sending Transcripts
BC	Financial Aid Balance Check	Financial Aid 706-737-1524	<ul style="list-style-type: none"> • Registration • Release of Diploma • Sending Transcripts
BF	NDSL/Perkins Loan	Financial Aid 706-737-1524	<ul style="list-style-type: none"> • Registration
BO	Auto Business Office	Business Office 706-737-1767	<ul style="list-style-type: none"> • Registration
CA	Collection Agency	Business Office 706-737-1767	<ul style="list-style-type: none"> • Registration • Release of Diploma • Sending Transcripts
DH	Dean's Office	Office of the Dean (Major)	<ul style="list-style-type: none"> • Registration
DJ	Disciplinary/Judicial	Student Affairs 706-737-1411	<ul style="list-style-type: none"> • Registration
DL	Defaulted Student Loan	Business Office 706-737-1767	<ul style="list-style-type: none"> • Registration • Release of Diploma • Sending Transcripts
DS	Dean of Students Hold	Student Affairs 706-737-1411	<ul style="list-style-type: none"> • Registration • Sending Transcripts
ED	College of Education Hold	College of Education 706-737-1499	<ul style="list-style-type: none"> • Registration
ES	Education Dean's Hold	College of Education 706-737-1499	<ul style="list-style-type: none"> • Registration
EX	Student Loans Exit Interview	Financial Aid 706-737-1524	<ul style="list-style-type: none"> • Enrollment Verification • Registration • Release of Diploma • Sending Transcripts
FA	Financial Aid	Financial Aid 706-737-1524	<ul style="list-style-type: none"> • Registration • Release of Diploma • Sending Transcripts
GC	Legislative - Constitution: GA		<ul style="list-style-type: none"> • Registration
GH	Legislative - Constitution: GA		<ul style="list-style-type: none"> • Registration
HC	Student Health Clinic	Student Health Services 706-721-3448	<ul style="list-style-type: none"> • Enrollment Verification • Registration • Sending Transcripts
HP	HIPPA Compliance Office	Compliance & Enterprise Risk Management 706-721-0900	<ul style="list-style-type: none"> • Registration • Sending Transcripts
IH	Ineligible to Register Hold		<ul style="list-style-type: none"> • Registration
IM	Student Health Immunization	Student Health Services 706-721-3448	<ul style="list-style-type: none"> • Registration

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IS	International Student Tax Withholding	Business Office 706-737-1767	<ul style="list-style-type: none"> • Registration • Sending Transcripts
IT	IT Services Hold	Information Technology Services 706-721-4000	<ul style="list-style-type: none"> • Registration • Sending Transcripts
LF	Library Fine	Greenblatt Library 706-721-3441 Reese Library 706-737-1744	<ul style="list-style-type: none"> • Registration • Release of Diploma • Sending Transcripts
LP	Lawful Presence Documentation	Academic Admissions 706-737-1632	<ul style="list-style-type: none"> • Registration
MA	Military & Veterans Affairs	Military & Veterans Affairs 706-729-2255	<ul style="list-style-type: none"> • Registration • Sending Transcripts
ME	Immunization Hold - Measles	Student Health Services 706-721-3448	<ul style="list-style-type: none"> • Registration
MI	Military Science Hold	Department of Military Science 706-737-1644	<ul style="list-style-type: none"> • Registration • Sending Transcripts
MP	Immunization Hold - Mumps	Student Health Services 706-721-3448	<ul style="list-style-type: none"> • Registration
MS	Media Services Hold	Media Services 706-446-1407	<ul style="list-style-type: none"> • Registration • Sending Transcripts
OF	Orientation Fee	Student Life & Engagement 706-737-1610	<ul style="list-style-type: none"> • Registration
OR	Orientation Required	Student Life & Engagement 706-737-1610	<ul style="list-style-type: none"> • Registration
PF	Parking Fine	Parking & Transportation Services 706-721-2953	<ul style="list-style-type: none"> • Registration • Release of Diploma • Sending Transcripts
PN	Promissory Note Not Accepted	Business Office 706-737-1767	<ul style="list-style-type: none"> • Enrollment Verification • Registration • Sending Transcripts
RC	Returned Check/Warrant	Business Office 706-737-1767	<ul style="list-style-type: none"> • Registration • Release of Diploma • Sending Transcripts
RG	Registration Hold	Registrar's Office 706-446-1430	<ul style="list-style-type: none"> • Registration
RH	Registrar's Office	Registrar's Office 706-446-1430	<ul style="list-style-type: none"> • Enrollment Verification • Registration • Sending Transcripts
RQ	Admissions Requirement	Academic Admissions 706-737-1632	<ul style="list-style-type: none"> • Registration
SH	Sociology Hold	Sociology 706-737-1735	<ul style="list-style-type: none"> • Registration • Sending Transcripts
SL	Student Loan	Financial Aid 706-737-1524	<ul style="list-style-type: none"> • Registration • Release of Diploma • Sending Transcripts

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SM	Science/Math Hold	Office of the Dean - College of Science & Math 706-729-2260	<ul style="list-style-type: none"> • Registration
TW	Loan Written Off	Business Office 706-737-1767	<ul style="list-style-type: none"> • Enrollment Verification • Registration • Sending Transcripts
UV	University Village Hold	Housing Office 706-729-2300	<ul style="list-style-type: none"> • Registration • Sending Transcripts
WO	Business Office Write-Off	Business Office 706-737-1767	<ul style="list-style-type: none"> • Registration • Sending Transcripts

<https://www.augusta.edu/registrar/holdsinfo.php>

REGISTRATION ERROR MESSAGES

If you are unable to register for a particular class, take note of the error message displayed on the screen. This error message will tell you the specific issue that is preventing you from registering for the class.

In the event you are receiving an error message and unsure of what to do next, scroll to the bottom of the page upon submitting your courses. If you have a registration error, it will show up on the far left side of the page next to the course with the error.

Common errors/restrictions are listed below, along with corresponding instructions to resolve the specific issue.

Error Messages

Registration Error	Meaning	How to Fix the Error
Academic Status Prohibits Registration	The most common reason for this message is that the student was suspended academically.	Contact the dean of the department of your major to discuss reinstatement.
Alternate PIN Required	Student major department requires a PIN for registration.	Contact the major department for more details.
Campus Restriction	The course is being taught at a campus different from the one assigned to the student record.	Review the campus of the course and if the student would still would like to sign up, contact the department to be considered for an override.

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Class Restriction	Enrollment in this course is restricted by class (Freshman, Sophomore, etc.).	Choose a different section or contact the department offering the course to request an override.
Closed Section	The course has reached maximum capacity.	Choose "waitlist" if the option is available. Select another course; or contact department offering the course to request "Closed Class" override.
Closed-Waitlist Full	No regular or waitlist seats available.	Choose a different section.
Closed-# Waitlist	No regular seats available, Waitlist seats available.	Select "waitlist" from the drop-down list to waitlist yourself for the course. See Waitlist information for more details.
College Restriction	Select another course or contact dean over course to request "College" override.	Select another course or contact dean over course to request "College" override.
Co-Requisite Restriction	The course has a co-requisite. Student must be registered in another course/section in the same term that course.	Register for the required course/section or ask the instructor of the section to enter a co-requisite override for that section.
Department-Need Department Approval	Student must receive department approval to register for the course.	Contact the department that owns the course to request permission.
Level Restriction	Student's class level (undergraduate, graduate, professional, etc.) does not match the required level of class to take this course.	Undergraduate students wishing to enroll in a graduate level course need permission from The Graduate School. Graduate students wishing to take undergraduate level courses should contact the department offering the course to request override.
Major Restriction	Only students in certain majors are allowed to register for this course.	Choose a different section or contact the department offering the course to request an override.
Maximum Hours Exceeded	Student is trying to register for more credit hours than they are allowed.	Drop one of the courses before adding the new course to remain within designated credit hour limit or contact your advisor for overload approval.
Mutual Exclusion	Student is attempting to register for a course that is similar to a course which you have already completed or a course for which you are currently registered.	Contact the department for a permit.
Not Allowed to Register at this time	Student is trying to register at a time when registration is not available.	Please note that registration is available only between 8am-midnight on certain days advertised

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		on the Academic Calendar. If you are attempting on your assigned day during these times and the system is not available, contact the Registrar's Office.
Prereq & Test Score Error	<p>Student has not completed, and is not currently enrolled in, the required prerequisites for this course.</p> <p>PLEASE NOTE: The system will not check for transfer credits that may satisfy prerequisite requirements.</p>	Check the catalog to see which prerequisite requirements you are missing. Select another course or contact department offering the course to request "Prerequisite" override.
Program Restriction	Only students in certain programs are allowed to register for this course.	Choose a different section or contact the department offering the course to request an override.
Reserved Closed	<p>This section is full.</p> <p>The section is set up with reserved seating and the section (Reserved or Open) has reached its maximum enrollment limit.</p>	Select a different section.
Reserved Closed-Waitlist Full	The Reserved Seating and the Waitlist maximum are full.	<p>Select a different section.</p> <p>PLEASE NOTE: Reserved seats may potentially be released periodically.</p>
SR	<p>The most common reason for this message is that it is not your day to begin registering since registration is restricted by classification the first week of registration.</p> <p>Another reason may be that your student record is not active due to being out for at least two semesters.</p>	<p>Review the Academic Calendar to determine your registration time ticket.</p> <p>If student record is inactive, students must reapply via Academic Admissions.</p>
Student Attribute Restriction	This course is restricted to a certain group of students with a specific attribute.	Contact the department offering the course.
Student Status Prohibits Registration	The most common reason for this message is that a student's record is inactive due to being out for at least 2 semesters.	Contact Academic Admissions.
Time Conflict with XXXXX	Student is trying to register for a course that has overlapping times with the indicated CRN.	Choose a different section or contact the department offering the course to request an override.

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<https://www.augusta.edu/registrar/registrationerrormessages.php>

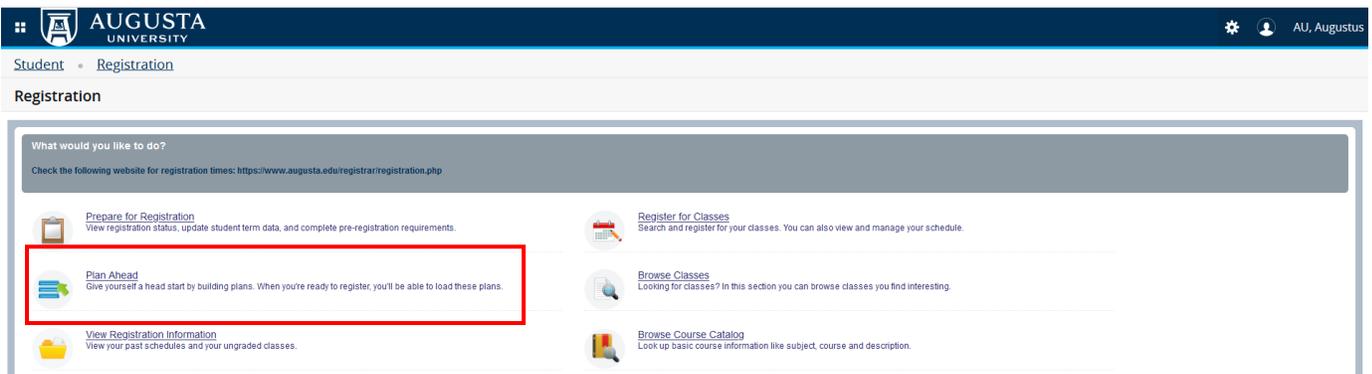
REGISTRATION PERMITS AND OVERRIDES

If you have been given an override by the instructor or department to register for a course, this information is located in the Registration Status under Permit Override. The CRN#, Subject, Course Number, and override type will appear. Please note: You must register for this course, you are not automatically registered.

STEP 2: PLAN AHEAD

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

1. If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
2. Select “Plan Ahead”.



The screenshot shows the August University POUNCE Registration page. The header includes the August University logo and the text 'AUGUSTA UNIVERSITY'. Below the header, there is a navigation bar with 'Student' and 'Registration'. The main content area is titled 'Registration' and contains a section 'What would you like to do?' with a link to 'Check the following website for registration times: https://www.augusta.edu/registrar/registration.php'. Below this, there are six options, each with an icon and a description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. (This option is highlighted with a red box in the image.)
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- 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.

3. Select the term you are planning ahead for and then continue.

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Select a Term

Terms Open for Registration

4. 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.

Number of Degree Works Plans: 0

5. 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.

Enter Your Search Criteria

Term: Summer 2020

Subject

Course Number

Keyword

[Advanced Search](#)

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

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

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"/>

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

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Summer 2020Untitled Plan +							
Title	Details	Hour	CRN	Schedule	Note	Status	Action
<i>Acct. Information Sys...</i>	ACCT 4350	3			+	Pending	Add ▾
<i>Prin of Acct I</i>	ACCT 2101	3			+	Pending	Add ▾
<i>Introduction to Crimin...</i>	CRJU 1103...	3	32179	Async...	---	Registered	---

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

Save Plan

8. Name your plan and save.

Name Your Plan

Plan Name: summerHH

Close Save

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

JAGTRAX PLANS

Plans allow the creation of a long-term plan for degree complete and verifies that courses used will fulfill degree requirements. Students cannot make changes to their plan, only review plans built by their advisor. These plans can then be accessed during Registration.

PIN NUMBER

When you meet with your advisor, confirm if a PIN will be required to register and, if so, obtain your PIN.

SCHEDULE PLANNER

1. To access Schedule Planner, navigate to POUNCE and select “Student”.

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

Search

[ACCESSIBILITY](#) [SITE MAP](#) [EXIT](#)

Main Menu

The Student Menu in POUNCE is undergoing maintenance today, July 5th. As a result, registration is not available at this time and some menu items may be impacted. If you should receive an error, please log in and try your menu item again. Registration will be available again at 8am on July 6th. Thank you.

If you are a financial aid recipient, please check the status of your account. If selected for verification, you must submit all required documentation to the Office of Student Financial Aid as soon as possible to avoid additional delay in receiving your award letter. When awards are posted, remember that you must "ACCEPT" or "DECLINE" your loans and complete Entrance Counseling, Financial Awareness, and a Master Promissory Note as applicable.

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. The help desk is open 24 hours via the telephone number listed here. There is a portal located here: [HELPDESK](#) for assistance.

When finished, please log out and close your browser window.

Financial Aid
Apply for Financial Aid, review status and loans.

NetNet Payment Plan Portal
Sign up for a NetNet 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.

Student Account
Click here to pay your student bill, view your student account, and set up your eRefund deposit information. You may also view your 1098-T tax forms here.

[View Your Accepted Student Financial Responsibility Agreement](#)

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2. Once you are in the Student Menu, you can access the “Registration Menu.”

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 Account](#)

Student Account - Tuition and Fees

[Student Profile](#)

View all student information at one time, log in to JagTrax, register, view test scores, advisor, GPA, etc

[Student Records](#)

Get your enrollment certification here 3 weeks into class, view your transcript, submit your immunization form or health insurance waiver.

3. Once within the Registration Menu, you can access the “Schedule Planner.”

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Registration

When Can I Register?

Monday, October 23

Additional Degrees
Graduate
Post-Baccalaureate
Post-Graduate
Professional
Seniors

Tuesday, October 24

Juniors

Wednesday, October 25

All Continuing Students
Audit
Dual Enrolled - High School
Freshman
New Students Not Required to Attend Orientation
Sophomores
Transient

Thursday, October 26

All Others

"Unsure of your status? Use the "Prepare for Registration" link under the "Registration" below to see your status. Registration is open each day from **8am** until **11:59pm**.

NOTE: This does not include those in priority registration groups who register on October 19th and 20th.

[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](#)

Students may use this tool to find combinations or course sections that fit your schedule.

[Schedule Planner Registration Cart](#)

Students using Schedule Planner may use this link to register for your initial schedule. After initial registration, any changes to your schedule will need to be completed in the registration menu item above.

[Withdrawal Information](#)

Title IV Withdrawal Information for students who have withdrawn.

4. Once within the Schedule Planner, you can base your course search off a campus or multiple campuses. Selecting all campuses will allow you to view every available course.

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Schedule Planner

Help Sign out



AUGUSTA
UNIVERSITY

Select Campus

- Select All Campuses
- Athens Campus
- Atlanta
- AU Online
- Dalton
- Forest Hills Campus
- Fort Gordon
- Gainesville State Campus
- Health Sciences Campus
- Hybrid
- Internship
- Mobile Lab
- Northwest Campus
- Off Campus
- Online Campus
- Riverfront Campus
- Southeast Campus
- Southwest Campus
- Study Abroad
- Summerville Campus
- Web

Save and Continue

5. After selecting your campus(es), you can view the schedule planner. Using the schedule planner will allow you to manage your time and pick the appropriate course or courses that can function together.

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The screenshot shows the August University Schedule Planner interface. At the top, there is a navigation bar with "Schedule Planner" highlighted, and "Help" and "Sign out" links. Below the navigation bar is the August University logo and name. The main area contains several filters: "Course Status" (Open & Full w/Waitlist Open), "Term" (Fall 2023), "Campuses" (All Campuses Selected), and "Parts of Term" (All Parts of Term Selected). There are two yellow warning boxes: "Alternate PIN required for Registration." and "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below these are sections for "Courses" and "Breaks". The "Courses" section shows "ENGL 3110 African-American Literature" with a "Prerequisites" tag. The "Breaks" section shows a "Work" break from "TTh - 8:00am to 12:00pm Ongoing". At the bottom, there is a "Schedules" section with a "Generate Schedules" button and "Advanced Options" and "View Schedules" links.

6. First, you can change the status of the courses available for viewing. For example, you can only view courses that are open, or you can view courses that have already been filled but have a waitlist available.
7. You can change the selected campuses from this screen as well.
8. You can use the “Term” at the top right of the screen to view courses for other terms.
9. You can also view courses based on their Part of Term (when the course takes place within the term).
10. Once you have determined your viewing options, you have the option to add a break or to add a course.
11. Through adding a break, you can block off a part of the day. For example, if you add a break between 12 and 1PM for lunch, course sections occurring during that time will no longer be available for you. You can add a name for the break, the days, times, and you can even change the duration of your break (if you want it to extend through multiple semesters).
12. Once you have added your breaks, you can look up courses. If you have previously made a JagTrax plan, you can access those courses on the second tab, or you can look up courses based on their CRN. After you look up a course, you must click “Add Course” to apply it to your current plan. Click “Back” when all the courses you want to attend are in your plan.

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13. Once you return to the Schedule Planner page, you should see the courses you added. Select all the courses and any breaks you have, then click “Generate Schedules at the bottom left of the page. ***Note that if you do not select something, it will not appear in your generated schedules.

14. If your options give you multiple potential schedules, you can view them each individually by clicking the “View” button to the left side of the

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generated schedules. This will allow you to see a potential “Week at a Glance,” or what your schedule will be once you register.

Shopping Cart

	Subject	Course	Component	Instructor	Day(s) & Location(s)
<input type="checkbox"/>	 ENGL	3110	Lecture	Quiller, Walter Lee	MWF 2:00pm - 2:50pm - AH E251
	Prerequisites				
<input type="checkbox"/>	 ENGL	4430	Lecture	Zeiders, Blaire S	TTh 2:30pm - 3:45pm - AH E156
	Prerequisites				

Schedules

 Advanced Options

 View Schedules

 Generate Schedules

Generated 2 Schedules 

[View](#) 1  Work, 1211-ART-B, 4501-POLS-C01

[View](#) 2  Work, 1211-ART-A, 4501-POLS-C01

15. Once you have found the schedule you like the most, click “Send to Shopping Cart” at the top of the screen. This will send the courses from your planned schedule to the “shopping cart” for registration. Additionally, the courses you have sent to the shopping cart will show in the Schedule Planner page under “Shopping Cart.”

STUDENT GUIDE TO REGISTRATION

Potential Schedule for Fall 2023

[Back](#)
[Print](#)
[Email](#)
[Send to Shopping Cart](#)

You are viewing a potential schedule only and you must still register.

Warning:
 The following courses in your schedule do not match the academic plan made with your advisor for next term:
 ENGL 3110, ENGL 4430

CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
23102	A	ENGL	3110	9	MWF 2:00pm - 2:50pm - AH E251	Summerville Campus	3
Prerequisites							
23106	A	ENGL	4430	11	TTh 2:30pm - 3:45pm - AH E156	Summerville Campus	3
Prerequisites							
							6

	Monday	Tuesday	Wednesday	Thursday	Friday
8am		Work		Work	
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm	ENGL-3110 AH E251 Quiller, Walter Lee		ENGL-3110 AH E251 Quiller, Walter Lee		ENGL-3110 AH E251 Quiller, Walter Lee
2:15					
2:30		ENGL-4430 AH E156 Zeiders, Blaire S		ENGL-4430 AH E156 Zeiders, Blaire S	
2:45					
3pm					
3:15					
3:30					
3:45					
4pm					
4:15					

16. If you want to add another course after you have sent your schedule to the shopping cart, you must only select that course and the ones in the Shopping Cart. If you select courses you have already sent to the shopping

STUDENT GUIDE TO REGISTRATION

cart and those same courses in the course grid, no schedules will generate due to the time conflict.

17. Inside the shopping cart, you can register for the courses you sent. Note that if a PIN is required for your registration, you will need one to register from the shopping cart.

The screenshot shows the 'Schedule Planner Registration Cart' page. At the top, there are navigation tabs for 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'SITE MAP' and 'EXIT'. The main heading is 'Schedule Planner Registration Cart'. Below this, there is a welcome message and a list of courses being registered for: BIOL 1101 and 1101L, BIOL 1102 and 1102L, BIOL 1107 and 1107L, BIOL 1108 and 1108L, CHEM 1211 and 1211L, CHEM 1212 and 1212L, PHYS 1111 and 1111L, and PHYS 1112 and 1112L. A note states: 'You must choose 2 open sections of the lecture and lab to register. If you choose to wait list, when you receive the email notification of an available seat you must select the co-requisite from the list of open courses.' Below this, there is a table titled 'Classes in the Registration Cart' with columns for 'Select', 'CRN', 'Subj', 'Crse', 'Sec', 'TRie', and 'Status'. Two rows are shown, both with checked boxes: '23102 ENGL 3110 A African-Amer. Literature -' and '23106 ENGL 4430 A Milton -'. At the bottom of the table are buttons for 'Register', 'Save Cart', and 'Clear Cart'. Below the table, it says 'RELEASE: 8.0.4.11' and '© 2023 Ellucian Company L.P. and its affiliates.'

STEP 3: REGISTER FOR CLASSES

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

ADDING A CLASS

1. If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
2. Select “Register for Classes”.

STUDENT GUIDE TO REGISTRATION

The screenshot shows the August University Registrar website. At the top, there is a navigation bar with the August University logo and the text "AUGUSTA UNIVERSITY". To the right of the logo, there are icons for a gear and a user profile, with the text "AU, Augustus" next to the user profile icon. Below the navigation bar, the page title is "Student - Registration". The main content area is titled "Registration" and contains a section "What would you like to do?". Below this section, there is a link to "Check the following website for registration times: https://www.augusta.edu/registrar/registration.php". There are six icons with corresponding text: "Prepare for Registration" (calendar icon), "Register for Classes" (calendar icon with a red box around it), "Plan Ahead" (list icon), "Browse Classes" (magnifying glass icon), "View Registration Information" (folder icon), and "Browse Course Catalog" (book icon).

3. Select the term you are registering for and click “Continue”.
- ## Select a Term

The screenshot shows a form titled "Terms Open for Registration". There is a dropdown menu with a downward arrow. Below the dropdown menu, there is a button labeled "Continue" with a red box around it.

4. You will be prompted to enter your Alternate PIN. Please contact your advisor if you have questions about your PIN number.

The screenshot shows a form titled "Terms Open for Registration" with a dropdown menu showing "Fall 2023". Below this, there is a field labeled "Alternate PIN*" with a red box around it. Below the field, there is a button labeled "Continue".

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

The screenshot shows three buttons: "Find Classes" (highlighted in blue), "Enter CRNs", and "Plans".

STUDENT GUIDE TO REGISTRATION

- 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](#)

Title	Subject Deſcri	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: Web	Web	50 of 50 seat... 15 of 15 wait...	Core Area F Plagiarism prevention is used	<input type="button" value="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	Web	50 of 50 seat... 15 of 15 wait...	Core Area F Plagiarism prevention is used	<input type="button" value="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](#)

- 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

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Acct_Information_Systems	ACCT 4350	3					<input type="button" value="View Sections"/>
Prin of Acct I	ACCT 2101	3					<input type="button" value="View Sections"/>

Title	Subject Deſcri	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 seat... 15 of 15 waitl...	Core Area F Plagiarism prevention is used

STUDENT GUIDE TO REGISTRATION

- Once you have added all desired course, they will appear in the summary screen. Verify that the information is correct and select “Submit”.

Summary

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

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

Submit

- Verify your status. It will state registered or if there are restrictions preventing registration. If you have the green “registered” status for all courses, you are finished.

DROPPING A CLASS

- If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
- Select “Register for Classes”.

AUGUSTA UNIVERSITY Student • Registration

Registration

What would you like to do?
Check the following website for registration times: <https://www.augusta.edu/registrar/registration.php>

- 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.

- Select the term you are registering for and click “Continue”.

STUDENT GUIDE TO REGISTRATION

Select a Term

Terms Open for Registration

- To drop a course, please select “Web Drop” from the action drop down and submit.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Public Speaking	COMM 1110, A	3	30242	Lecture	Registered	Web Drop

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

WAITLISTING

- If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
- Select “Register for Classes”.

 **AUGUSTA UNIVERSITY** Settings Profile AU, Augustus

Student » Registration

Registration

What would you like to do?

Check the following website for registration times: <https://www.augusta.edu/registrar/registration.php>

-  **Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
-  **Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **View Registration Information**
View your past schedules and your ungraded classes.
-  **Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
-  **Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
-  **Browse Course Catalog**
Look up basic course information like subject, course and description.

STUDENT GUIDE TO REGISTRATION

3. Select the term you are registering for and click “Continue”.

Select a Term

Terms Open for Registration

Continue

4. 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

Course Number

Keyword

Search Clear Advanced Search

Title	Subject DeScr	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:	Web	50 of 50 seat... 15 of 15 wait...	Core Area F Plagiarism prevention is used
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

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”.

STUDENT GUIDE TO REGISTRATION

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

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	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	Web	50 of 50 seat... 15 of 15 wait...	Core Area F Plagiarism prevention is used

5. Once you have added all desired course, they will appear in the summary screen. Verify that the information is correct and select “Submit”.

Title	Details	Hours	CRN	Schedule T	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

6. If the section is full, you will receive and error that says “Closed-# Waitlisted.”

STUDENT GUIDE TO REGISTRATION

⚙️ 👤 AU, Augustus 2

✔️ Save Successful

❗ ACCT 2101 CRN 13087: Closed - 0 Waitlisted

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Prin of Acct I	ACCT 2101, A	3	13087	Lecture	Errors Preventing Registration	Remove
Introduction to the EU	EURO 3234, O1U	3	20557	Asynchronous Instruction	Registered	None

7. To waitlist a course, please select “Waitlist” from the action drop down and submit.

⚙️ 👤 AU, Augustus 1

❗ ACCT 2101 CRN 13087: Closed - 0 Waitlisted

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Prin of Acct I	ACCT 2101, A	3	13087	Lecture	Errors Preventing Registration	Remove
Introduction to the EU	EURO 3234, O1U	3	20557	Asynchronous Instruction	Registered	Remove

Web Registered

Wait Listed

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

Submit

STUDENT GUIDE TO REGISTRATION

8. Verify your status. If you have the green “Waitlisted” status for all courses, you are finished.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Prin of Acct I	ACCT 2101, A	0	13087	Lecture	Waitlisted	None ▾
Introduction to the EU	EURO 3234, 01U	3	20557	Asynchronous Instruction	Registered	None ▾

REGISTRATION INFORMATION

These instructions will help you navigate through POUNCE to access past, active, and future registration information.

1. If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
2. Select “View Registration Information”.

The screenshot shows the August University POUNCE interface. At the top, there is a navigation bar with the August University logo and the text 'AUGUSTA UNIVERSITY'. Below the navigation bar, there is a breadcrumb trail: 'Student > Registration'. The main content area is titled 'Registration' and contains a section 'What would you like to do?' with a link to registration times: 'https://www.augusta.edu/registrar/registration.php'. There are six options listed in a grid: 'Prepare for Registration', 'Register for Classes', 'Plan Ahead', 'Browse Classes', 'View Registration Information' (highlighted with a red box), and 'Browse Course Catalog'.

3. Select term you are preparing to register for and then continue.

The screenshot shows a dropdown menu titled 'Terms Open for Registration'. The dropdown is currently empty. Below the dropdown is a 'Continue' button, which is highlighted with a red box.

4. This page shows all registration information for the selected term.

STUDENT GUIDE TO REGISTRATION

Class Schedule

Term: Summer 2020

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Introduction to Criminal Just.	CRJU 1103, WE3	3	32179	Asynchronous...	Normal	Undergraduate Se...	Summer - 2nd...	None	03/31/2020	Registered	**Registered**...

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999.999.999

Records: 1

BROWSE COURSE CATALOG

These instructions will help you navigate through POUNCE to browse available classes for a selected term.

1. If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
2. Select “Browse Course Catalog”.

The screenshot shows the August University website navigation. The top header includes the university logo and the text 'AUGUSTA UNIVERSITY'. Below the header, the navigation menu shows 'Student' and 'Registration'. The 'Registration' page is active, displaying a section titled 'What would you like to do?'. This section contains several options: 'Prepare for Registration', 'Register for Classes', 'Plan Ahead', 'Browse Classes', and 'Browse Course Catalog'. The 'Browse Course Catalog' option is highlighted with a red rectangular box. Below the options, there is a link to 'View Registration Information'.

3. Select the term you would like to browse and then continue.
- ### Select a Term

The screenshot shows a form titled 'Terms Open for Registration'. It features a dropdown menu for selecting a term. Below the dropdown menu is a button labeled 'Continue', which is highlighted with a red rectangular box.

4. Enter your search criteria and select “Search”.

STUDENT GUIDE TO REGISTRATION

Enter Your Search Criteria ?

Term: Summer 2020

Subject

Course Number

Keyword

[Advanced Search](#)

5. This displays all available courses and their data, such as: CRN, meeting days/times, and the number of seats available. For additional section details, click on the title of the course.

Search Results — 9 Classes
Term: Summer 2020 Subject: Anatomy

Title	Subject Descri	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Human Gross Anatomy Lecture/Supervised Lab...	Anatomy	7300	M	6	32...	Su...	Edmondson, Anna (...)	S M T W T F S 07:55 AM - 11:55 AM	He...	200 of 200 s...	Doctor of Philosophy The Graduate School	
Special Topics in Anatomy Seminar - Small Group	Anatomy	8010	M5	1	32...	Su...	Liu, Yutao (Primary)	S M T W T F S - Type: Class	Building: N	Ma...	12 of 12 seat...	Admin Home Graduate School Elective Course
Special Topics in Anatomy Seminar - Small Group	Anatomy	8010	M6	2	32...	Su...	Liu, Yutao (Primary)	S M T W T F S - Type: Class	Building: N	Ma...	1 of 1 seats r...	Admin Home Graduate School Elective Course
Special Topics in Anatomy Seminar - Small Group	Anatomy	8010	M7	3	32...	Su...	Liu, Yutao (Primary)	S M T W T F S - Type: Class	Building: N	Ma...	1 of 1 seats r...	Admin Home Graduate School Elective Course
Special Topics in Anatomy Seminar - Small Group	Anatomy	8010	M8	4	32...	Su...	Liu, Yutao (Primary)	S M T W T F S - Type: Class	Building: N	Ma...	1 of 1 seats r...	Admin Home Graduate School Elective Course

Class Details for Designing Your Life Inquiry 1000 A

Term: 202308 | CRN: 17363

Class Details

Bookstore Links

Course Description

Discovery, exploration, and analysis of ideas that faculty members across a variety of disciplines, study and investigate.

Section information text:
Designing Your Life

Syllabus

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

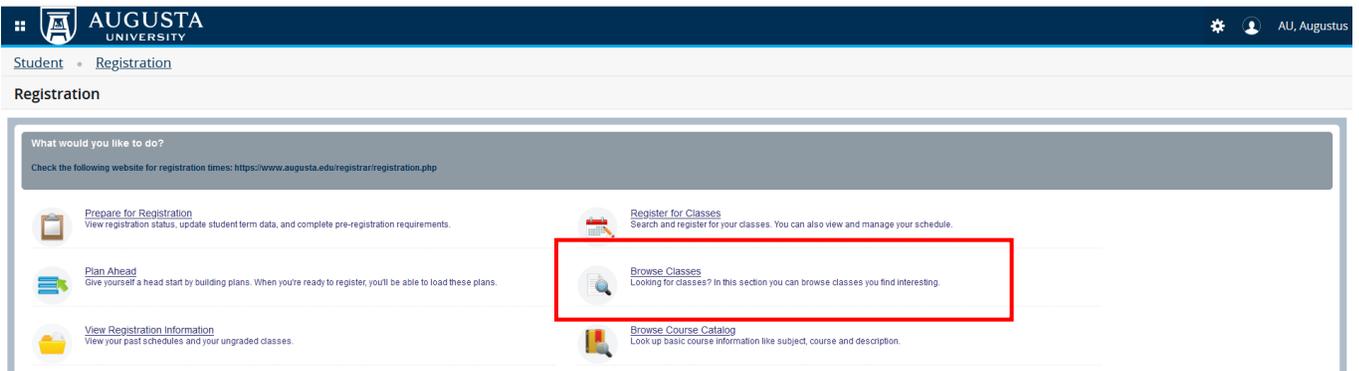
Corequisites

Prerequisites

BROWSE CLASSES

These instructions will help you navigate through POUNCE to browse available classes for a selected term.

1. If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
2. Select “Browse Classes”.



3. Select the term you would like to browse and then continue.
Select a Term



4. Enter your search criteria and select “Search”.

Enter Your Search Criteria ⓘ
Term: Summer 2020

Subject

Course Number

Keyword

[Advanced Search](#)

STUDENT GUIDE TO REGISTRATION

5. This displays all available courses and their data, such as CRN, meeting times/days, and the number of seats available. For additional section details, click on the title of the course.

Search Results — 3890 Classes
Term: Fall 2023

CRN	Subject	Course #	Section	Title	Hours	Term	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Methods	Reserved Seats
22528	ASII	1101	A	Learning for Success Lecture	1	Fall 2023	Evans, Lorraine (Primary)	[S M T W T F S] 02:30 PM - 03:45 PM Type: Small Group 30 Seats Building: University Hall Room: 220 Start Date: 08/16/2023 End Date: 02/09/2024	Summerville Campus	20 of 20 seats remain.	Plagiarism prevention is used	Technology enhanced	
22578	ASII	1201	A	Tl Peer Educators Lecture	1	Fall 2023	Owens, Paula (Primary)	[S M T W T F S] 05:30 PM - 07:00 PM Type: Class Building: None Room: None Start Date: 08/16/2023 End Date: 02/09/2024 [S M T W T F S] 05:30 PM - 07:00 PM Type: Class Building: None Room: None Start Date: 08/16/2023 End Date: 02/09/2024	Summerville Campus	30 of 30 seats remain.	Plagiarism prevention is used	Technology enhanced	
13087	ACCT	2101	A	Prin of Acct I Lecture	3	Fall 2023	Chaff, Jordan (Primary)	[S M T W T F S] 05:30 PM - 07:00 PM Type: Class Building: Allgood Hall Room: E251 Start Date: 08/16/2023 End Date: 02/09/2024	Summerville Campus	FULL: 0 of 1 seats remain. 14 of 15 waitlist seats remain.	Core Area F Plagiarism prevention is used	Technology enhanced	
13088	ACCT	2101	B	Prin of Acct I Lecture	3	Fall 2023	Bourne, Haley (Primary)	[S M T W T F S] 08:30 AM - 09:45 AM Type: Class Building: Allgood Hall Room: E151 Start Date: 08/16/2023 End Date: 02/09/2024	Summerville Campus	40 of 40 seats remain. 15 of 15 waitlist seats remain.	Core Area F Plagiarism prevention is used	Technology enhanced	
13089	ACCT	2101	C	Prin of Acct I Lecture	3	Fall 2023	Yang, Hsiang-Chieh (Primary)	[S M T W T F S] 04:00 PM - 05:15 PM Type: Class Building: Allgood Hall Room: E151 Start Date: 08/16/2023 End Date: 02/09/2024	Summerville Campus	40 of 40 seats remain. 15 of 15 waitlist seats remain.	Core Area F Plagiarism prevention is used	Technology enhanced	

Class Details for Designing Your Life Inquiry 1000 A

Term: 202308 | CRN: 17363

Class Details

Bookstore Links

Course Description

Discovery, exploration, and analysis of ideas that faculty members across a variety of disciplines, study and investigate.
Section information text:
Designing Your Life

Syllabus

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Prerequisites

Search Results — 30 Classes
Term: Fall 2023 Subject: Inquiry

CRN	Subject	Course	Section	Title
17363	INQR	1000	A	Designing Your Life Seminar - Small Group

Fund. of Academic

CONTACT

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

ADDENDUM

This page is blank.

STUDENT GUIDE TO REGISTRATION

REGISTRATION QUICK STEPS

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

ADDING A CLASS

1. Login to POUNCE using your AU username (email address) and password.
2. Approve the Duo Multifactor Authentication as appropriate.
3. Select “Student”.
4. Select “Registration Menu”.
5. Select “Registration”.
6. Select “Register for Classes”.
4. Select the term you are registering for and click “Continue”.
5. 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”.
 - c. To register from your saved plan-select plan, then view sections for each course and add your desired section.
6. Once you have added all desired course, they will appear in the summary screen. Verify that the information is correct and select “Submit”.
7. Verify your status. It will state registered or if there are restrictions preventing registration. If you have the green “registered” status for all courses, you are finished.

DROPPING A CLASS

1. If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
2. Select “Register for Classes”.
3. Select the term you are registering for and click “Continue”.
4. To drop a course, please select “Web Drop” from the action drop down and submit.

STUDENT GUIDE TO REGISTRATION

WAITLISTING

1. If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
2. Select “Register for Classes”.
3. Select the term you are registering for and click “Continue”.
4. 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”.
 - c. To register from your saved plan-select plan, then view sections for each course and add your desired section.
5. Once you have added all desired course, they will appear in the summary screen. Verify that the information is correct and select “Submit”.
6. If the section is full, you will receive an error that says “Closed-# Waitlisted.
7. To waitlist a course, please select “Waitlist” from the action drop down and submit.
8. Verify your status. If you have the green “Waitlisted” status for all courses, you are finished.