

STUDENT GUIDE TO REGISTRATION

Updated July 6, 2023



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

STEP 1: PREPARE FOR REGISTRATION	2
Holds Information	4
Viewing Holds in POUNCE	5
Holds Information	5
Removing a Hold	5
Holds.....	5
Registration Error Messages	8
Error Messages.....	8
Registration Permits and Overrides	11
STEP 2: PLAN AHEAD	11
Jagtrax Plans	13
STEP 3: REGISTER FOR CLASSES	13
Adding a Class	13
Dropping a Class.....	16
Waitlisting.....	17
REGISTRATION INFORMATION.....	20
BROWSE COURSE CATALOG	21
BROWSE CLASSES.....	23
CONTACT	25
ADDENDUM.....	26
Registration Quick steps	27
Adding A Class	27
Dropping A Class.....	27
Waitlisting.....	28

STUDENT GUIDE TO REGISTRATION

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 with a 'Go' button. 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 'Student' menu with the following links and descriptions:

- 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

STUDENT GUIDE TO REGISTRATION

5. Select “Registration”.

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

Continue

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

STUDENT GUIDE TO REGISTRATION

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

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 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.

STUDENT GUIDE TO REGISTRATION

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
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

STUDENT GUIDE TO REGISTRATION

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
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

STUDENT GUIDE TO REGISTRATION

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
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

STUDENT GUIDE TO REGISTRATION

			<ul style="list-style-type: none"> • 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.
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 RHthe

STUDENT GUIDE TO REGISTRATION

		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 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.

STUDENT GUIDE TO REGISTRATION

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>	<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.</p>
Program Restriction	<p>Only students in certain programs are allowed to register for this course.</p>	<p>Choose a different section or contact the department offering the course to request an override.</p>
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>	<p>Select a different section.</p>
Reserved Closed-Waitlist Full	<p>The Reserved Seating and the Waitlist maximum are full.</p>	<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	<p>This course is restricted to a certain group of students with a specific attribute.</p>	<p>Contact the department offering the course.</p>
Student Status Prohibits Registration	<p>The most common reason for this message is that a student's record is inactive due to being out for at least 2 semesters.</p>	<p>Contact Academic Admissions.</p>
Time Conflict with XXXXX	<p>Student is trying to register for a course that has overlapping times with the indicated CRN.</p>	<p>Choose a different section or contact the department offering the course to request an override.</p>

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

STUDENT GUIDE TO REGISTRATION

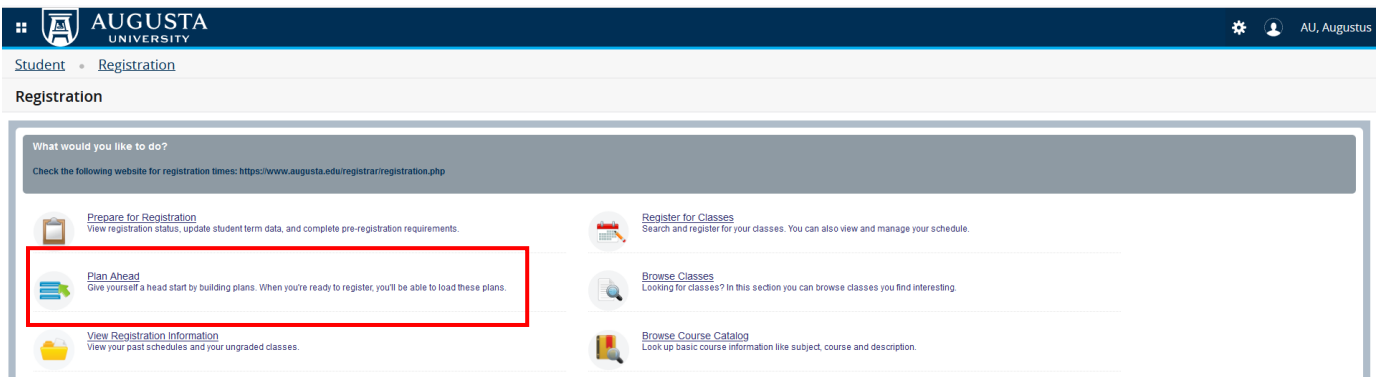
REGISTRATION PERMITS AND OVERRIDES

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.

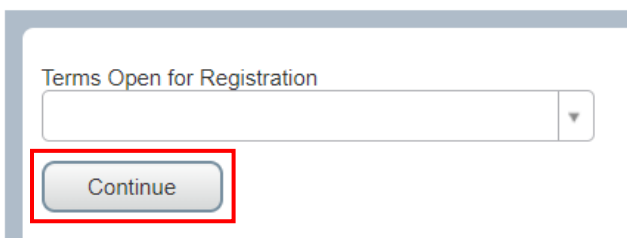
STEP 2: PLAN AHEAD

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”.



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




STUDENT GUIDE TO 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



[Clear](#)

[Advanced Search](#)



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



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



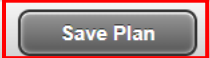
Title	Subject Description	Course Number	Hours	Description	
Prin of Acct.I	Accounting	2101	3		
Prin of Acct.II	Accounting	2102	3		
Intermediate Accounting.I	Accounting	3311	3		

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

 Summer 2020Untitled Plan 

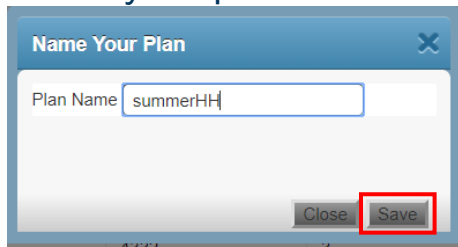
Title	Details	Hour	CRN	Schedule	Note	Status	Action
<u>Acct. Information Sys...</u>	ACCT 4350	3				Pending	Add ▾
<u>Prin of Acct I</u>	ACCT 2101	3				Pending	Add ▾
<u>Introduction to Crimin...</u>	CRJU 1103...	3	32179	Async...	---	Registered	---

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



STUDENT GUIDE TO REGISTRATION

8. Name your plan and save.



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

JAGTRAX PLANS

Plans allows 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.

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

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

Select a Term

Terms Open for Registration

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.

Enter Your Search Criteria

Term: Summer 2020

Subject

Course Number

Keyword

[Advanced Search](#)

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: Web	Web	50 of 50 seats... 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 seats... 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”.

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 - Type: Class Building: C	Web	50 of 50 seat... 15 of 15 waitl...	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
Prin of Acct I	ACCT 2101, ...	3	30780	Asynchr...		**Web Registered**
Introduction to Criminal...	CRJU 1103, ...	3	32179	Asynchr...		None

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

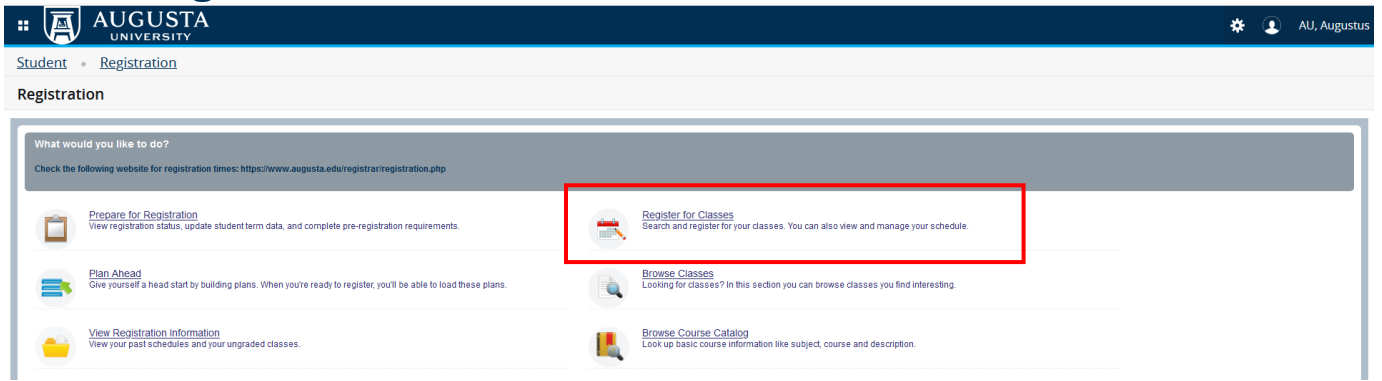
Submit

6. 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.

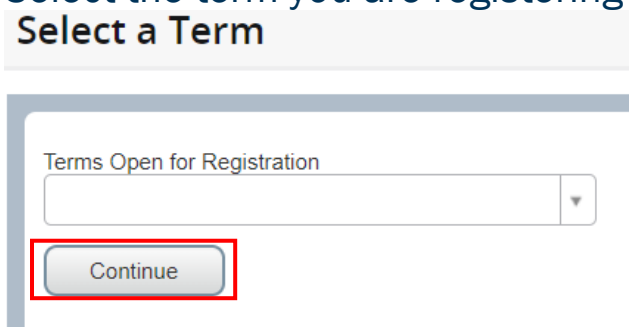
STUDENT GUIDE TO REGISTRATION

DROPPING A CLASS

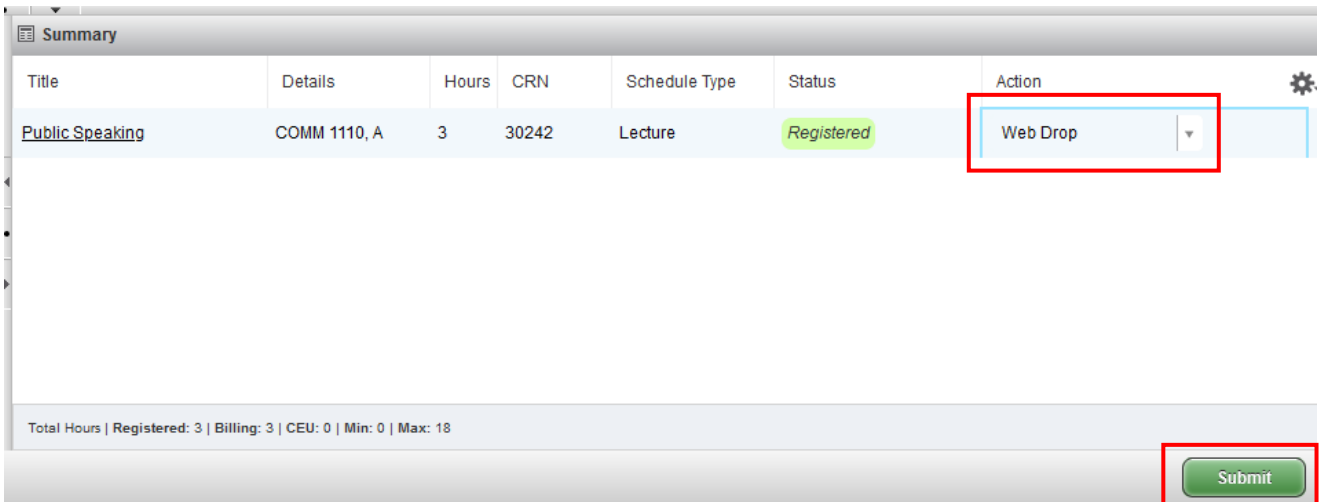
1. If you are not already logged into POUNCE and Registration, log into POUNCE and navigate to Registration.
2. Select “Register for Classes”.



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



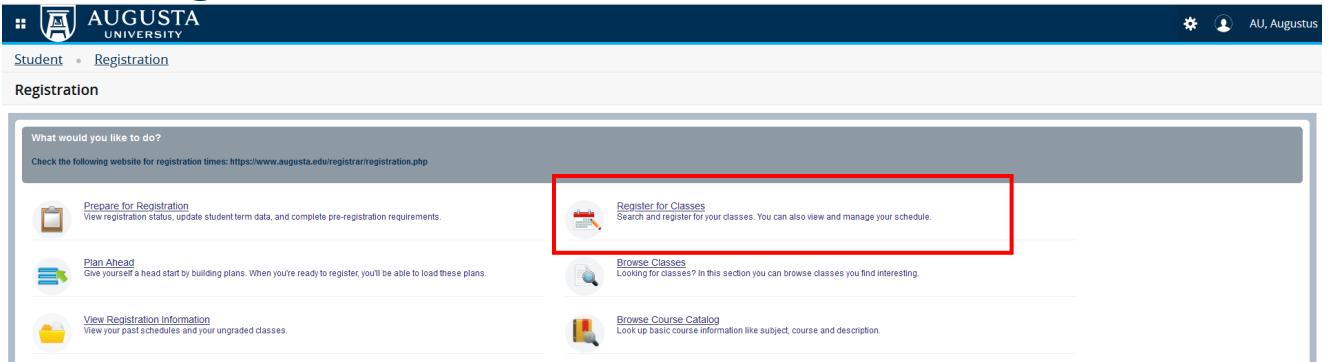
4. To drop a course, please select “Web Drop” from the action drop down and submit.



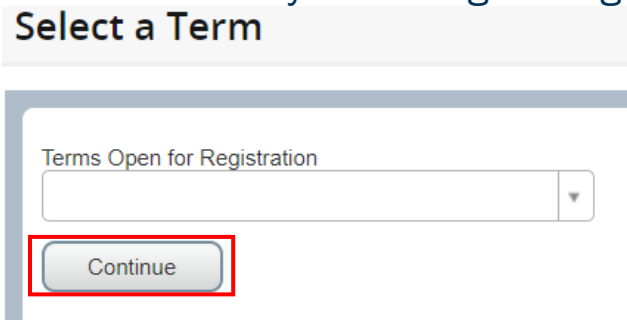
STUDENT GUIDE TO REGISTRATION

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.

STUDENT GUIDE TO REGISTRATION

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: C	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: C	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”.

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 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”.

STUDENT GUIDE TO REGISTRATION

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

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

⚙️ 👤 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, 01U	3	20557	Asynchronous Instruction	Registered	None

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

STUDENT GUIDE TO REGISTRATION

ACCT 2101 CRN 13087: Closed - 0 Waitlisted

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, 01U	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

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

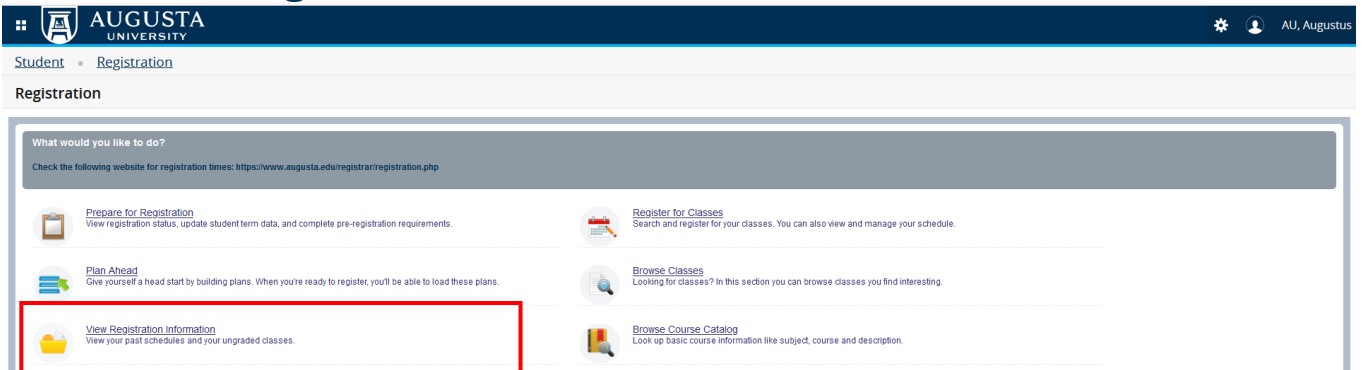
Title	Details	Hours	CRN	Schedule Type	Status	Action
Prin of Acct I	ACCT 2101, A	0	13087	Lecture	Waitlisted	None
Introduction to the EU	EURO 3234, 01U	3	20557	Asynchronous Instruction	Registered	None

REGISTRATION INFORMATION

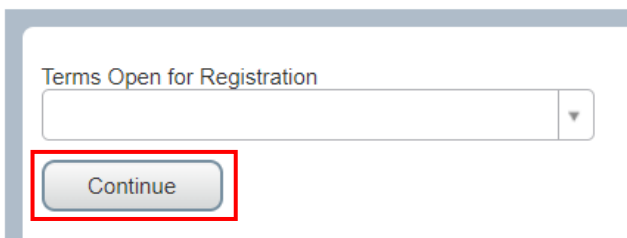
These instructions will help you navigate through POUNCE to access past, active, and future registration information.

STUDENT GUIDE TO REGISTRATION

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



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



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

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: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

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”.

STUDENT GUIDE TO 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.

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

Select a Term

Terms Open for Registration

Continue

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

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.

STUDENT GUIDE TO REGISTRATION

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

The screenshot shows the August University POUNCE interface. At the top, it says 'AUGUSTA UNIVERSITY'. Below that, there are navigation links for 'Student', 'Registration', and 'Select a Term'. The main area is titled 'Browse Classes' and shows search results for 'Inquiry' in 'Fall 2023'. One result is highlighted: 'Designing Your Life Seminar - Small Group' with CRN 17363, INQR 1000, and section A. A 'Class Details' pop-up window is open for this class, showing the term (202308), CRN (17363), and a description: 'Discovery, exploration, and analysis of ideas that faculty members across a variety of disciplines, study and investigate. Section information text: Designing Your Life'. The pop-up also lists various tabs like 'Class Details', 'Bookstore Links', 'Course Description', 'Syllabus', 'Attributes', 'Restrictions', 'Instructor/Meeting Times', 'Enrollment/Waitlist', 'Corequisites', and '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”.

STUDENT GUIDE TO 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.

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

Select a Term

Terms Open for Registration

Continue

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

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 times/days, and the number of seats available. For additional section details, click on the title of the course.

STUDENT GUIDE TO REGISTRATION

AUGUSTA UNIVERSITY AU, Augustus

Student • Registration • Select a Term • Browse Classes

Browse Classes

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 Acct1 Lecture	3	Fall 2023	Cliff, Jordan (Primary)	[S] [M] [T] [W] [T] [F] [S] 01:00 PM - 02:15 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 Acct1 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 Acct1 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	

AUGUSTA UNIVERSITY

Student • Registration • Select a Term

Browse Classes

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

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

Class Details for Designing Your Life Inquiry 1000 A

Term: 202308 | CRN: 17363

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

Bookstore Links

Course Description
Section information text:
Designing Your Life

Syllabus

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Prerequisites

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.