# INSTRUCTIONS FOR REGISTRATION – VIEW REGISTRATION INFORMATION





# OFFICE OF THE REGISTRAR USER INSTRUCTIONS

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## **INSTRUCTIONS FOR REGISTRATION**

## PROCESS

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

## INSTRUCTIONS

- 1. Login to https://pounce.augusta.edu/ using your AU username (email address) and password.
- 2. Approve the Duo Multifactor Authentication as appropriate.
- 3. Click "Student" on the Main Menu.



Student Financial Aid Faculty Services Personal Information Go

Search

#### Main Menu

If you are a financial aid recipient, please check the status of your account. If selected for verification, you must submit all required documentatio award letter. When awards are posted, remember that you must "ACCEPT" or "DECLINE" your loans and complete Entrance Counseling, Financial

Attention Students: For any login issues, contact the ITS Help Line at 706-721-4000. You may also visit the help desks at any campus in person. T **HELPDESK** for assistance.

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

Attendance Verification Verify student attendance in your assigned courses.

Faculty & Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information

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

NelNet Payment Plan Portal Sign up for a Nelnet Payment Plan.

Parking Registration & Permit Payment Choose a permit and pay for your permit here each semester

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Customize your directory profile.

Student Register, View your academic records

## 4. Select "Registration Menu"

# **INSTRUCTIONS FOR REGISTRATION**



Personal Information Student Financial Aid Faculty Services

Search

Go

## Student

Parking Registration & Permit Payment Choose a permit and pay for your permit here each semester.

#### Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Customize your directory profile.

Registration Menu Check your registration status, class schedule and add or drop classes

Student Profile View all student information at one time.

Student Records View your holds, grades, transcripts

Student Account Information

#### 5. Select "Registration"



Personal Information Student Financial Aid Faculty Services

Search

Go

#### Registration

Registration

Use this link to prepare for registration, register for classes, browse the course catalog, browse class sections, view registration information, check your schedule, and plan ahead.

#### Schedule Planner

ACADEMIC ADVISEMENT CENTER Students must use this link to register. All other students may also use the Schedule Planner to plan classes.

#### Schedule Planner Registration Cart

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

#### Withdrawal Information

Title IV Withdrawal Information for students who have withdrawn.

# **INSTRUCTIONS FOR REGISTRATION**

## 6. Select "View Registration Information"

Registrat	ion		
What wo	uld 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.	L	Browse Course Catalog Look up basic course information like subject, course and description.

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

### Select a Term

Terms Open for Registration	
	•
Continue	

## 8. This page shows all registration information for the selected term.

Class Schedule Term: Summer 2020 *												8				
Title	Ŧ	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	e Se	Summer - 2nd	None	03/31/2020		Registered		**Registered**	
Records: 1																
Total Hours   Registered: 3   Billing: 3   CEU: 0   Min: 0   Max: 999.999.999																

# CONTACT

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