

INSTRUCTIONS FOR REGISTRATION – PLAN AHEAD



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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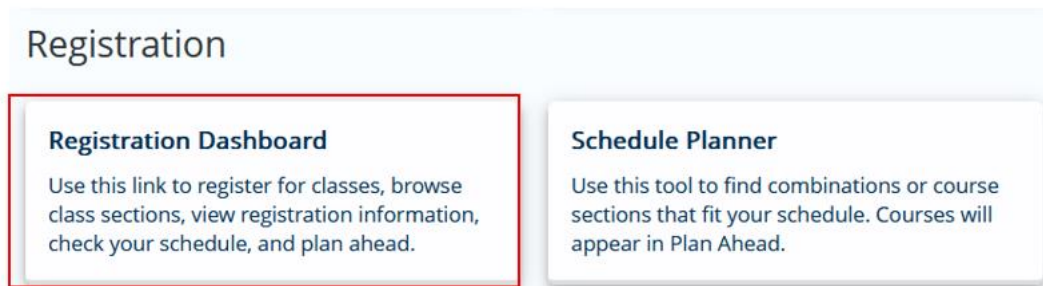
INSTRUCTIONS FOR REGISTRATION

PROCESS

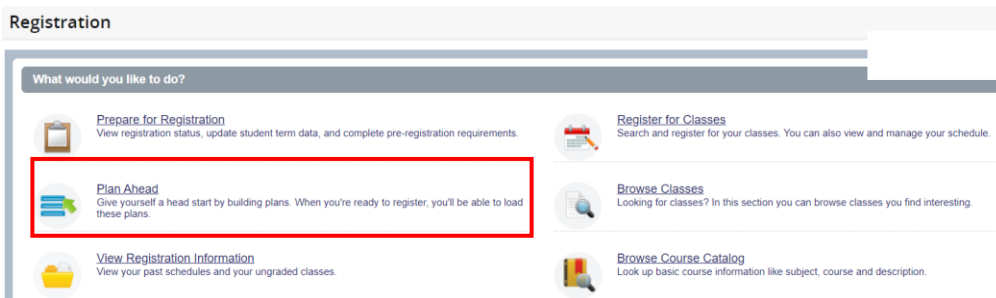
These instructions will help you navigate through POUNCE to access the plan ahead function.

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 “Registration” on the Main Menu.
4. Select “Registration Dashboard”



5. Select “Plan Ahead”



6. Select term you are planning ahead for and then continue.

INSTRUCTIONS FOR REGISTRATION

Select a Term

Terms Open for Registration

7. 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

8. 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](#)

9. 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"/>

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

INSTRUCTIONS FOR REGISTRATION

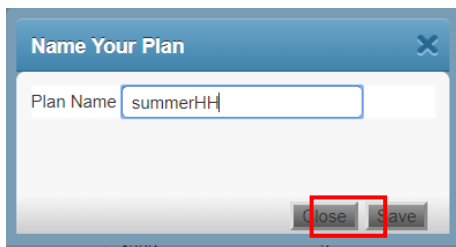
Summer 2020Untitled Plan +

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

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

Save Plan

11. Name your plan and save.



A dialog box titled "Name Your Plan" with a close button (X) in the top right corner. It contains a text input field labeled "Plan Name" with the text "summerHH" entered. At the bottom right, there are two buttons: "Close" and "Save", both of which are highlighted with a red rectangular box.

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

CONTACT

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