INSTRUCTIONS FOR REGISTRATION – REGISTER FOR CLASSES





OFFICE OF THE REGISTRAR USER INSTRUCTIONS

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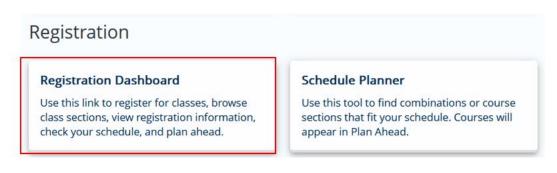
INSTRUCTIONS FOR REGISTRATION

PROCESS

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

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 "Register for Classes"

Registrat	ion		
What wou	uld you like to do?	_	
	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	i	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.

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

INSTRUCTIONS FOR REGISTRATION

Select a Term	
Terms Open for Registration	•
Continue	

7. 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 C	Criteria 🕕											
Term: Summer 2020												
s	Subject 🔀	Accountin	g									
Course N	Number											
K	eyword											
		Search	Clea	<u>ar</u> ▶	Advance	ed Searcl	h					
Title \$	Subject Descri	Course	Section	Hours	CRN [¢]	Term	Instructor	Meeting Times	Campu	Status	Attribute	
Prin of Acct I Asynchronous Instruction	Accounting	2101	WE4	3	30	Su	Park, Sang Hyun (SMTWTFS - Type: Class Building	Web	50 of 50 seat 15 of 15 wait	Core Area F Plagiarism prevention is used	Add
Prin of Acct II Asynchronous Instruction	Accounting	2102	WE4	3	30	Su	<u>Dugan, Michael</u> <u>Henson, Heather</u> (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	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".

INSTRUCTIONS FOR REGISTRATION

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

<u>+ /</u>	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								
								Crea
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Acct. Information Systems	ACCT 4350	3						Q View Sections
Prin of Acct I	ACCT 2101	3						Q View Sections

Title 🗘	Subject Descr	i Courŝe	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	SMTWTFS - Type: Class Building: C	Web	50 of 50 seat 15 of 15 waitl	Core Area F Plagiarism prevention is used	Add

8. Once you have added all desired courses, they will appear in the summary screen. Verify that the information is correct and select "submit".

Summary							
Title	Details	Hours	CRN	Schedule 1	Status	Action	
Prin of Acct I	ACCT 2101,	3	30780	Asynchr	Pending	**Web Registered**	Ŧ
Introduction to Criminal	CRJU 1103,	3	32179	Asynchr	Registered	None	•

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

9. Verify your status. It will state registered or if there are rest Submit nting registration. If you have the green "registered" status for all courses, you are finished.

10. To drop a course, please select "remove" from the action drop down and submit.

CONTACT

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