

INSTRUCTIONS FOR REGISTRATION – REGISTER FOR CLASSES



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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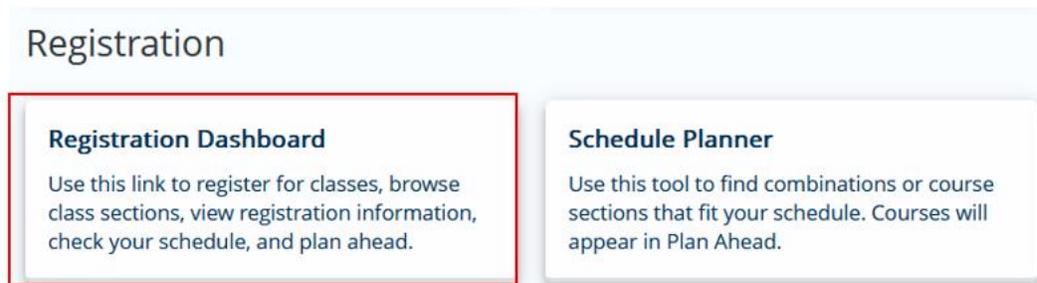
INSTRUCTIONS FOR REGISTRATION

PROCESS

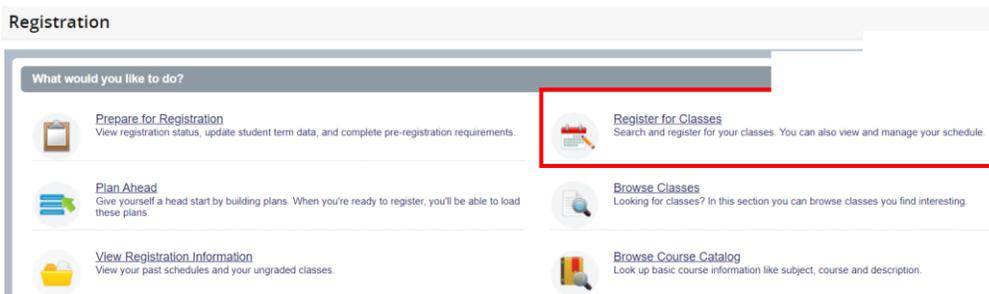
These instructions will help you navigate through POUNCE to register for classes.

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”



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

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 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	60 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	60 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”.

INSTRUCTIONS FOR 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

8. Once you have added all desired courses, 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

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

INSTRUCTIONS FOR REGISTRATION

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 registrar@augusta.edu.