

# STUDENT GUIDE TO REGISTRATION

Updated April 9, 2024



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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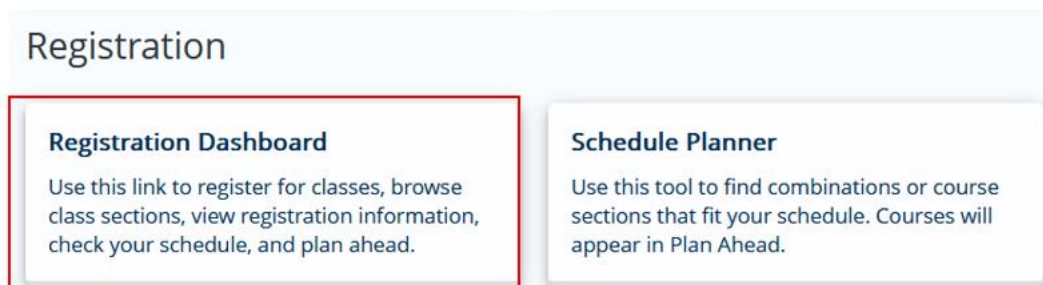
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# STUDENT GUIDE TO REGISTRATION

## 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/> 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”



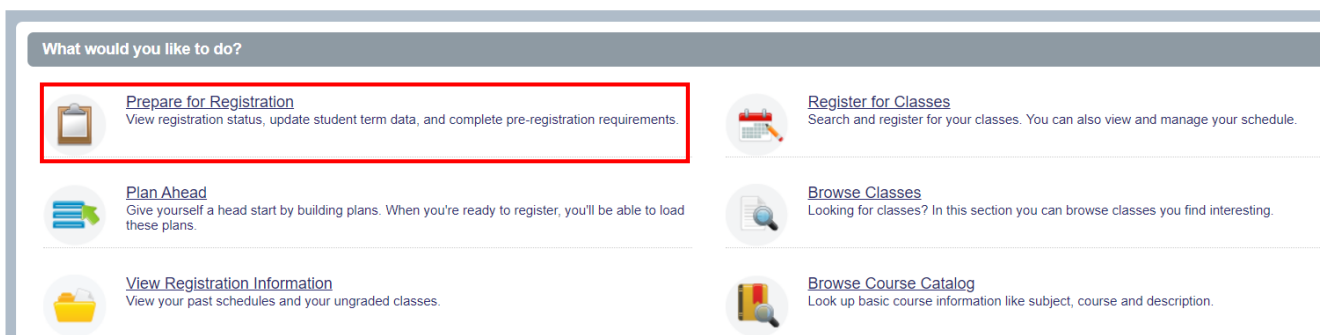
Registration

**Registration Dashboard**  
Use this link to register for classes, browse class sections, view registration information, check your schedule, and plan ahead.

**Schedule Planner**  
Use this tool to find combinations or course sections that fit your schedule. Courses will appear in Plan Ahead.

5. 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.

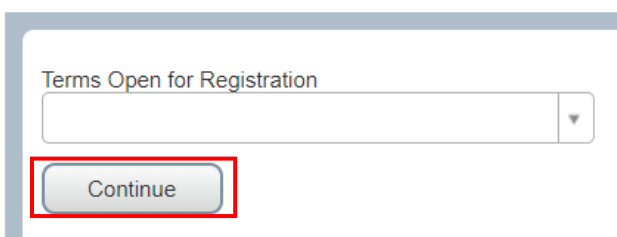
**Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.

**View Registration Information**  
View your past schedules and your ungraded classes.

**Browse Course Catalog**  
Look up basic course information like subject, course and description.

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

Select a Term



Terms Open for Registration

Continue

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

## 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

## ADVISOR APPOINTMENT

It is recommended that you make an appointment with your advisor. At this appointment, be sure to ask your advisor if a PIN will be required for registration and to obtain that PIN when you meet with your advisor.

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## 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.

### 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"><li>• Application to a Program</li><li>• Registration</li><li>• Sending Transcripts</li></ul>
AD	Admissions Hold	Academic Admissions 706-737-1632	<ul style="list-style-type: none"><li>• Application to a Program</li><li>• Registration</li><li>• Sending Transcripts</li></ul>
AH	Athletics Hold-Registration	Athletics 706-737-1626	<ul style="list-style-type: none"><li>• Registration</li></ul>
AP	Applied for Graduation Hold	Registrar's Office	<ul style="list-style-type: none"><li>• Registration</li></ul>



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		706-446-1430	
AR	Business Office Hold	Business Office 706-737-1767	<ul style="list-style-type: none"> <li>• Application to a Program</li> <li>• Enrollment Verification</li> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
AS	Arts/Sciences Hold	Pamplin College 706-737-1738	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
BA	COB Administration Hold	Hull College of Business 706- 737-1418	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
BC	Financial Aid Balance Check	Financial Aid 706-737-1524	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
BF	NDSL/Perkins Loan	Financial Aid 706-737-1524	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
BO	Auto Business Office	Business Office 706-737-1767	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
CA	Collection Agency	Business Office 706-737-1767	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
DH	Dean's Office	Office of the Dean (Major)	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
DJ	Disciplinary/Judicial	Student Affairs 706-737-1411	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
DL	Defaulted Student Loan	Business Office 706-737-1767	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
DS	Dean of Students Hold	Student Affairs 706-737-1411	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
ED	College of Education Hold	College of Education 706-737-1499	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
ES	Education Dean's Hold	College of Education 706-737-1499	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
EX	Student Loans Exit Interview	Financial Aid 706-737-1524	<ul style="list-style-type: none"> <li>• Enrollment Verification</li> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
FA	Financial Aid	Financial Aid 706-737-1524	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
GC	Legislative - Constitution: GA		<ul style="list-style-type: none"> <li>• Registration</li> </ul>
GH	Legislative - Constitution: GA		<ul style="list-style-type: none"> <li>• Registration</li> </ul>
HC	Student Health Clinic	Student Health Services 706-721-3448	<ul style="list-style-type: none"> <li>• Enrollment Verification</li> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>

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HP	HIPPA Compliance Office	Compliance & Enterprise Risk Management 706-721-0900	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
IH	Ineligible to Register Hold		<ul style="list-style-type: none"> <li>• Registration</li> </ul>
IM	Student Health Immunization	Student Health Services 706-721-3448	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
IS	International Student Tax Withholding	Business Office 706-737-1767	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
IT	IT Services Hold	Information Technology Services 706-721-4000	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
LF	Library Fine	Greenblatt Library 706-721-3441 Reese Library 706-737-1744	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
LP	Lawful Presence Documentation	Academic Admissions 706-737-1632	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
MA	Military & Veterans Affairs	Military & Veterans Affairs 706-729-2255	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
ME	Immunization Hold - Measles	Student Health Services 706-721-3448	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
MI	Military Science Hold	Department of Military Science 706-737-1644	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
MP	Immunization Hold - Mumps	Student Health Services 706-721-3448	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
MS	Media Services Hold	Media Services 706-446-1407	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
OF	Orientation Fee	Student Life & Engagement 706-737-1610	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
OR	Orientation Required	Student Life & Engagement 706-737-1610	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
PF	Parking Fine	Parking & Transportation Services 706-721-2953	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
PN	Promissory Note Not Accepted	Business Office 706-737-1767	<ul style="list-style-type: none"> <li>• Enrollment Verification</li> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
RC	Returned Check/Warrant	Business Office 706-737-1767	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Release of Diploma</li> <li>• Sending Transcripts</li> </ul>
RG	Registration Hold	Registrar's Office 706-446-1430	<ul style="list-style-type: none"> <li>• Registration</li> </ul>
RH	Registrar's Office	Registrar's Office 706-446-1430	<ul style="list-style-type: none"> <li>• Enrollment Verification</li> <li>• Registration</li> <li>• Sending Transcripts</li> </ul>
RQ	Admissions Requirement	Academic Admissions 706-737-1632	<ul style="list-style-type: none"> <li>• Registration</li> </ul>



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SH	Sociology Hold	Sociology 706-737-1735	<ul style="list-style-type: none"><li>• Registration</li><li>• Sending Transcripts</li></ul>
SL	Student Loan	Financial Aid 706-737-1524	<ul style="list-style-type: none"><li>• Registration</li><li>• Release of Diploma</li><li>• Sending Transcripts</li></ul>
SM	Science/Math Hold	Office of the Dean - College of Science & Math 706-729-2260	<ul style="list-style-type: none"><li>• Registration</li></ul>
TW	Loan Written Off	Business Office 706-737-1767	<ul style="list-style-type: none"><li>• Enrollment Verification</li><li>• Registration</li><li>• Sending Transcripts</li></ul>
UV	University Village Hold	Housing Office 706-729-2300	<ul style="list-style-type: none"><li>• Registration</li><li>• Sending Transcripts</li></ul>
WO	Business Office Write-Off	Business Office 706-737-1767	<ul style="list-style-type: none"><li>• Registration</li><li>• Sending Transcripts</li></ul>

<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.

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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 the 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	Contact the department for a permit.

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	or a course for which you are currently registered.	
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.
Prereq & Test Score Error	Student has not completed, and is not currently enrolled in, the required prerequisites for this course.  PLEASE NOTE: The system will not check for transfer credits that may satisfy prerequisite requirements.	Check the catalog to see which prerequisite requirements you are missing. Select another course or contact department offering the course to request "Prerequisite" override.
Program Restriction	Only students in certain programs are allowed to register for this course.	Choose a different section or contact the department offering the course to request an override.
Reserved Closed	This section is full.  The section is set up with reserved seating and the section (Reserved or Open) has reached its maximum enrollment limit.	Select a different section.
Reserved Closed-Waitlist Full	The Reserved Seating and the Waitlist maximum are full.	Select a different section.  PLEASE NOTE: Reserved seats may potentially be released periodically.
SR	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.  Another reason may be that your student record is not active due to being out for at least two semesters.	Review the Academic Calendar to determine your registration time ticket.  If student record is inactive, students must reapply via Academic Admissions.
Student Attribute Restriction	This course is restricted to a certain group of students with a specific attribute.	Contact the department offering the course.
Student Status Prohibits Registration	The most common reason for this message is that a student's record is inactive due to being out for at least 2 semesters.	Contact Academic Admissions.

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Time Conflict with XXXXX	Student is trying to register for a course that has overlapping times with the indicated CRN.	Choose a different section or contact the department offering the course to request an override.
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<https://www.augusta.edu/registrar/registrationerrormessages.php>

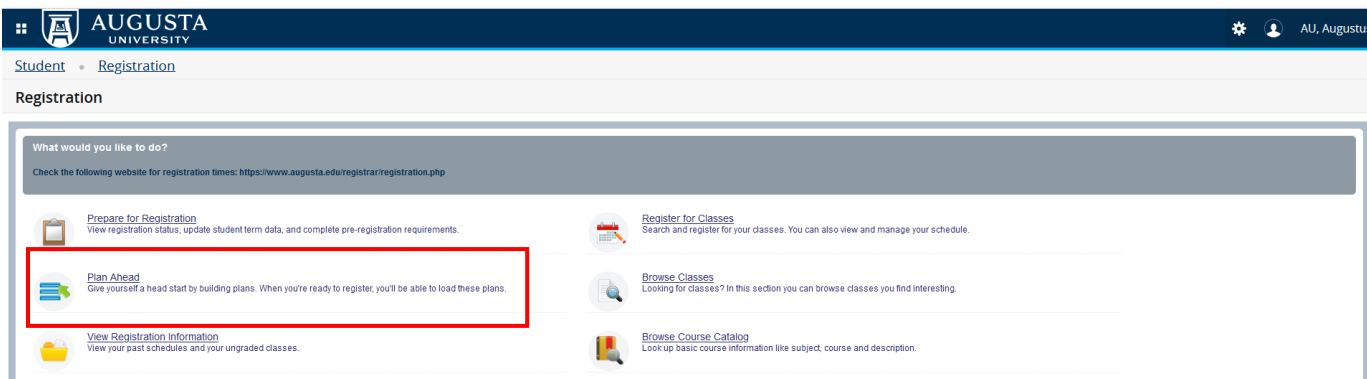
## REGISTRATION PERMITS AND OVERRIDES

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”.



The screenshot shows the August University POUNCE Registration page. The header includes the August University logo and the text "AUGUSTA UNIVERSITY". Below the header, there is a navigation menu with "Student" and "Registration". The main content area is titled "Registration" and contains a section "What would you like to do?". This section lists several options: "Prepare for Registration", "Register for Classes", "Plan Ahead", "Browse Classes", and "View Registration Information". The "Plan Ahead" option is highlighted with a red box. The description for "Plan Ahead" is: "Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans."

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

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## Select a Term

Terms Open for 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

[Advanced Search](#)

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

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

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"/>

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

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Summer 2020Untitled Plan +							
Title	Details	Hour	CRN	Schedule	Note	Status	Action
<i>Acct. Information Sys...</i>	ACCT 4350	3			+	Pending	Add ▾
<i>Prin of Acct I</i>	ACCT 2101	3			+	Pending	Add ▾
<i>Introduction to Crimin...</i>	CRJU 1103...	3	32179	Async...	---	Registered	---

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

**Save Plan**

8. Name your plan and save.

Name Your Plan

Plan Name: summerHH

Close Save

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

## JAGTRAX PLANS

Plans allow the 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.

## PIN NUMBER

When you meet with your advisor, confirm if a PIN will be required to register and, if so, obtain your PIN.

## SCHEDULE PLANNER

1. To access Schedule Planner, navigate to POUNCE and select “Registration”.



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2. Once you are in the Student Menu, you can access the “Schedule Planner.”

## Registration

### Registration Dashboard

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

### Schedule Planner

Use this tool to find combinations or course sections that fit your schedule. Courses will appear in Plan Ahead.

3. Once within the Schedule Planner, you can base your course search off a campus or multiple campuses. Selecting all campuses will allow you to view every available course.

Schedule Planner Help Sign out



**AUGUSTA**  
UNIVERSITY

### Select Campus

- Select All Campuses
- Athens Campus
- Atlanta
- AU Online
- Dalton
- Forest Hills Campus
- Fort Gordon
- Gainesville State Campus
- Health Sciences Campus
- Hybrid
- Internship
- Mobile Lab
- Northwest Campus
- Off Campus
- Online Campus
- Riverfront Campus
- Southeast Campus
- Southwest Campus
- Study Abroad
- Summerville Campus
- Web

Save and Continue



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4. After selecting your campus(es), you can view the schedule planner. Using the schedule planner will allow you to manage your time and pick the appropriate course or courses that can function together.

The screenshot shows the August University Schedule Planner interface. At the top, there is a navigation bar with "Schedule Planner" and "Help" and "Sign out" links. Below this is the August University logo and name. The interface includes several filter buttons: "Course Status" (Open & Full w/Waitlist Open), "Term" (Fall 2023), "Campuses" (All Campuses Selected), and "Parts of Term" (All Parts of Term Selected). There are also two yellow notification boxes: "Alternate PIN required for Registration." and "Instructions: Add desired courses and breaks and click Generate Schedules button!". The main area is divided into "Courses" and "Breaks" sections. The "Courses" section shows a list of courses, including ENGL 3110 and African-American Literature, with options to "Add Course" and "Options". The "Breaks" section shows a "Work" break from 11h - 8:00am to 12:00pm, with options to "Add Break" and "Edit". At the bottom, there are buttons for "Advanced Options", "View Schedules", and "Generate Schedules".

5. First, you can change the status of the courses available for viewing. For example, you can only view courses that are open, or you can view courses that have already been filled but have a waitlist available.
6. You can change the selected campuses from this screen as well.
7. You can use the “Term” at the top right of the screen to view courses for other terms.
8. You can also view courses based on their Part of Term (when the course takes place within the term).
9. Once you have determined your viewing options, you have the option to add a break or to add a course.
10. Through adding a break, you can block off a part of the day. For example, if you add a break between 12 and 1PM for lunch, course sections occurring during that time will no longer be available for you. You can add a name for the break, the days, times, and you can even change the duration of your break (if you want it to extend through multiple semesters).
11. Once you have added your breaks, you can look up courses. If you have previously made a JagTrax plan, you can access those courses on the second tab, or you can look up courses based on their CRN. After you look

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up a course, you must click “Add Course” to apply it to your current plan. Click “Back” when all the courses you want to attend are in your plan.

Schedule Planner Help Sign out

### Add Courses for Fall 2023

By Subject JagTrax By CRN

Subject Select Subject...

Course Select Course...

Back Add Course

#### Courses

ENGL 3110 African-American Literature

12. Once you return to the Schedule Planner page, you should see the courses you added. Select all the courses and any breaks you have, then click “Generate Schedules at the bottom left of the page. \*\*\*Note that if you do not select something, it will not appear in your generated schedules.

Schedule Planner Help Sign out

### Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time 8 : 00 am pm

End Time 11 : 00 am pm

Days  Select Weekdays

MON TUE WED THU FRI SAT SUN

Duration  Ongoing

Fall 2023 x

Back Add Break

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13. If your options give you multiple potential schedules, you can view them each individually by clicking the “View” button to the left side of the generated schedules. This will allow you to see a potential “Week at a Glance,” or what your schedule will be once you register.

## Shopping Cart


	Subject	Course	Component	Instructor	Day(s) & Location(s)
<input type="checkbox"/>	 ENGL	3110	Lecture	Quiller, Walter Lee	MWF 2:00pm - 2:50pm - AH E251
	<a href="#">Prerequisites</a>				
<input type="checkbox"/>	 ENGL	4430	Lecture	Zeiders, Blaire S	TTh 2:30pm - 3:45pm - AH E156
	<a href="#">Prerequisites</a>				

## Schedules

 Advanced Options

 View Schedules

 Generate Schedules

Generated 2 Schedules 

[View](#) 1   Work, 1211-ART-B, 4501-POLS-C01

[View](#) 2   Work, 1211-ART-A, 4501-POLS-C01

14. Once you have found the schedule you like the most, click “Send to Shopping Cart” at the top of the screen. This will send the courses from your planned schedule to the “shopping cart” for registration. Additionally, the courses you have sent to the shopping cart will show in the Schedule Planner page under “Shopping Cart.”

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## Potential Schedule for Fall 2023

[Back](#)
[Print](#)
[Email](#)
[Send to Shopping Cart](#)

You are viewing a potential schedule only and you must still register. ✕

Warning: ✕  
 The following courses in your schedule do not match the academic plan made with your advisor for next term:  
 ENGL 3110, ENGL 4430

CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
23102	A	ENGL	3110	9	MWF 2:00pm - 2:50pm - AH E251	Summerville Campus	3
Prerequisites							
23106	A	ENGL	4430	11	TTh 2:30pm - 3:45pm - AH E156	Summerville Campus	3
Prerequisites							
							6

	Monday	Tuesday	Wednesday	Thursday	Friday
8am		Work		Work	
8:15					
8:30					
8:45					
9am					
9:15					
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					
2:15	ENGL-3110 AH E251 Quiller, Walter Lee		ENGL-3110 AH E251 Quiller, Walter Lee		ENGL-3110 AH E251 Quiller, Walter Lee
2:30					
2:45		ENGL-4430 AH E156 Zeiders, Blaire S		ENGL-4430 AH E156 Zeiders, Blaire S	
3pm					
3:15					
3:30					
3:45					
4pm					
4:15					

15. If you want to add another course after you have sent your schedule to the shopping cart, you must only select that course and the ones in the Shopping Cart. If you select courses you have already sent to the shopping

# STUDENT GUIDE TO REGISTRATION

cart and those same courses in the course grid, no schedules will generate due to the time conflict.

16. Courses in the shopping cart will be available under “Plans” in the “Register for Classes” module. Simply click “Add” to add it to your summary.

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.  
Term: Summer 2024

Plan: Schedule Planner Shopping Cart Created by: You Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
The Marvel of Art	ART 2010, A	3	33553	Asynchronous Instruction	Pace, James (Primary)	Normal		<a href="#">View Sections</a>	<a href="#">Add</a>

Records: 1

## 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”.

AUGUSTA UNIVERSITY

Student • Registration

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.
- [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.

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

# STUDENT GUIDE TO REGISTRATION

## Select a Term

Terms Open for Registration

4. You will be prompted to enter your Alternate PIN. Please contact your advisor if you have questions about your PIN number.

Terms Open for Registration

Alternate PIN\*

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.

Enter Your Search Criteria ⓘ  
Term: Summer 2020

Subject

Course Number

Keyword

[▶ Advanced Search](#)

# STUDENT GUIDE TO REGISTRATION

Title	Subject Deſcri	Courſe	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
<a href="#">Prin of Acct I</a> 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 seat... 15 of 15 wait...	Core Area F Plagiarism prevention is used
<a href="#">Prin of Acct II</a> 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 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](#)

**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
<a href="#">Acct. Information Systems</a>	ACCT 4350	3					<a href="#">View Sections</a>
<a href="#">Prin of Acct I</a>	ACCT 2101	3					<a href="#">View Sections</a>

Title	Subject Deſcri	Courſe	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
<a href="#">Prin of Acct I</a> 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

6. 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
<a href="#">Prin of Acct I</a>	ACCT 2101, ...	3	30780	Asynchr...	Pending	**Web Registered**
<a href="#">Introduction to Criminal...</a>	CRJU 1103, ...	3	32179	Asynchr...	Registered	None

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

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”.

The screenshot shows the August University registration interface. At the top, the August University logo and navigation links are visible. Below the header, there is a section titled "Registration" with a sub-header "What would you like to do?". A list of options is provided, including "Prepare for Registration", "Plan Ahead", "View Registration Information", "Register for Classes", "Browse Classes", and "Browse Course Catalog". The "Register for Classes" option is highlighted with a red rectangular box.

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

# STUDENT GUIDE TO REGISTRATION

## Select a Term

Terms Open for Registration

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


Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Public Speaking</a>	COMM 1110, A	3	30242	Lecture	Registered	Web Drop

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

## WAITLISTING

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







 **AUGUSTA UNIVERSITY** Settings Profile AU, Augustus

Student » Registration

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.
-  **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.

# STUDENT GUIDE TO REGISTRATION

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

## Select a Term

Terms Open for Registration

Continue

4. 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

Search Clear 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	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:	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”.

# 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					<a href="#">View Sections</a>
Prin of Acct.I	ACCT 2101	3					<a href="#">View Sections</a>

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”.

### Summary



Title	Details	Hours	CRN	Schedule T	Status	Action
<u>Prin of Acct.I</u>	ACCT 2101, ...	3	30780	Asynchr...	<b>Pending</b>	**Web Registered**
<u>Introduction to Criminal...</u>	CRJU 1103, ...	3	32179	Asynchr...	<b>Registered</b>	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 and error that says “Closed-# Waitlisted.”

# STUDENT GUIDE TO REGISTRATION



 AU, Augustus 2



 Save Successful


 **ACCT 2101 CRN 13087: Closed - 0 Waitlisted**

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Prin of Acct I</u>	ACCT 2101, A	3	13087	Lecture	Errors Preventing Registration	Remove
<u>Introduction to the EU</u>	EURO 3234, O1U	3	20557	Asynchronous Instruction	Registered	None

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



 AU, Augustus 1

 **ACCT 2101 CRN 13087: Closed - 0 Waitlisted**

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Prin of Acct I</u>	ACCT 2101, A	3	13087	Lecture	Errors Preventing Registration	<div style="border: 1px solid #ccc; padding: 2px;">                     Remove                 </div>
<u>Introduction to the EU</u>	EURO 3234, O1U	3	20557	Asynchronous Instruction	Registered	<div style="border: 1px solid #ccc; padding: 2px;">                     Remove                 </div>

\*\*Web Registered\*\*  
Wait Listed

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

Submit

# STUDENT GUIDE TO REGISTRATION

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

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Prin of Acct I</a>	ACCT 2101, A	0	13087	Lecture	Waitlisted	None ▾
<a href="#">Introduction to the EU</a>	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.

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

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.
- 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.

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

Terms Open for Registration  
▾

Continue

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

# STUDENT GUIDE TO REGISTRATION

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: 3 | CEU: 0 | Min: 0 | Max: 999.999.999

Records: 1

## 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”.

The screenshot shows the August University website's registration page. At the top, the August University logo and navigation menu are visible. Below the navigation, there is a section titled "What would you like to do?" with several options: "Prepare for Registration", "Register for Classes", "Plan Ahead", "Browse Classes", "View Registration Information", and "Browse Course Catalog". The "Browse Course Catalog" option is highlighted with a red rectangular box.

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

### Select a Term

The screenshot shows a form titled "Terms Open for Registration". It contains a dropdown menu for selecting a term. Below the dropdown menu is a "Continue" button, which is highlighted with a red rectangular box.

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



# STUDENT GUIDE TO REGISTRATION

## 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.

### Search Results — 9 Classes

Term: Summer 2020 Subject: Anatomy

Title	Subject Descri	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
<a href="#">Human Gross Anatomy Lecture/Supervised Lab...</a>	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
<a href="#">Special Topics in Anatomy Seminar - Small Group</a>	Anatomy	8010	M5	1	32...	Su...	Liu, Yutao (Primary)	S M T W T F S - Type: Class Building: M	Ma...	12 of 12 seat...	Admin Home Graduate School Elective Course
<a href="#">Special Topics in Anatomy Seminar - Small Group</a>	Anatomy	8010	M6	2	32...	Su...	Liu, Yutao (Primary)	S M T W T F S - Type: Class Building: M	Ma...	1 of 1 seats r...	Admin Home Graduate School Elective Course
<a href="#">Special Topics in Anatomy Seminar - Small Group</a>	Anatomy	8010	M7	3	32...	Su...	Liu, Yutao (Primary)	S M T W T F S - Type: Class Building: M	Ma...	1 of 1 seats r...	Admin Home Graduate School Elective Course
<a href="#">Special Topics in Anatomy Seminar - Small Group</a>	Anatomy	8010	M8	4	32...	Su...	Liu, Yutao (Primary)	S M T W T F S - Type: Class Building: M	Ma...	1 of 1 seats r...	Admin Home Graduate School Elective Course



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### Browse Classes

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

CRN	Subject	Course	Section	Title
17363	INQR	1000	A	<a href="#">Designing Your Life Seminar - Small Group</a>
				<a href="#">Fund. of Academic</a>

#### Class Details for Designing Your Life Inquiry 1000 A

Term: 202308 | CRN: 17363

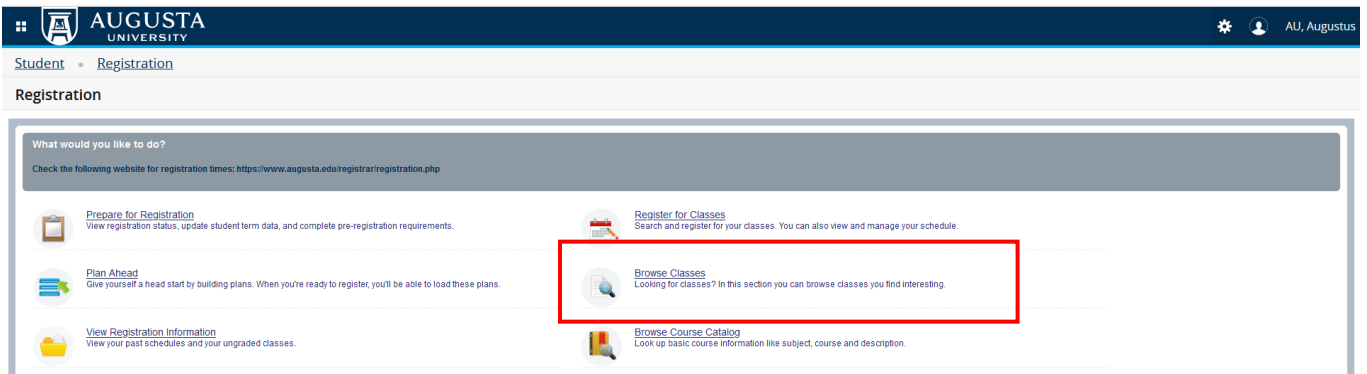
- Class Details**
- Bookstore Links**
- Course Description**  
Discovery, exploration, and analysis of ideas that faculty members across a variety of disciplines, study and investigate.  
**Section information text:**  
Designing Your Life
- Syllabus**
- Attributes**
- Restrictions**
- Instructor/Meeting Times**
- Enrollment/Waitlist**
- Corequisites**
- Prerequisites**

# STUDENT GUIDE TO REGISTRATION

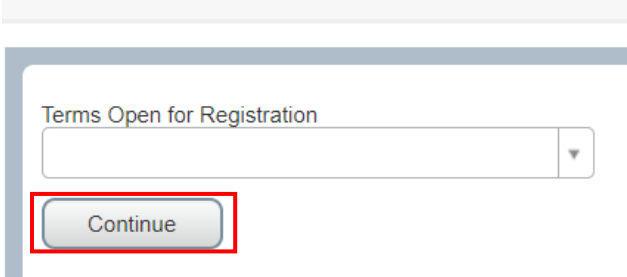
## BROWSE CLASSES

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”.



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



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

Enter Your Search Criteria ⓘ  
Term: Summer 2020

Subject

Course Number

Keyword

[Advanced Search](#)

# STUDENT GUIDE TO REGISTRATION

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.

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: 08/19/2023 End Date: 02/09/2024	Summerville Campus	20 of 20 seats remain.	Plagiarism prevention is used	Technology enhanced	
22578	ASII	1201	A	IL 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 Acct I Lecture	3	Fall 2023	Cliff, Jordan (Primary)	[S M T W T F S] 01:00 PM - 02:15 PM Type: Class Building: Algood Hall Room: E251 Start Date: 08/19/2023 End Date: 02/09/2024	Summerville Campus	<b>FULL: 0 of 1 seats remain.</b> 14 of 15 waitlist seats remain.	Core Area F Plagiarism prevention is used	Technology enhanced	
13088	ACCT	2101	B	Prin of Acct I Lecture	3	Fall 2023	Bourne, Haley (Primary)	[S M T W T F S] 08:30 AM - 09:45 AM Type: Class Building: Algood Hall Room: E151 Start Date: 08/19/2023 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 Acct I Lecture	3	Fall 2023	Yang, Hsiang-Chieh (Primary)	[S M T W T F S] 04:00 PM - 05:15 PM Type: Class Building: Algood Hall Room: E151 Start Date: 08/19/2023 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	

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](mailto:registrar@augusta.edu).

# 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 “Registration”.
4. Select “Registration Dashboard”.
5. 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.