

Augusta State University Registration Worksheet

1 Review your degree plan and available course offerings (see link on REGISTRATION HELP). Use a worksheet to organize your registration. With an advisor, confirm your worksheet supports your academic plan (check with your advising department for advisement procedures).

TIP: Clear all holds & satisfy any special conditions before trying to register. (Check holds MyASU, ELROY icon, Registration, Registration Status)

2 After your registration date & time, click on ELROY icon in your MyASU account. Follow the instructions carefully, selecting the proper registration menu choices (see REGISTRATION HELP for steps). Register, add/drop courses on-line (unless required to register in person). Technical Help: IT Services, 706-737-1676. If you have holds like CPC/RTP, register in person at the on-campus site. (LS students see Learning Support Department, AH323)

TIP: CONFIRM online that all of your courses are registered correctly. Print your schedule and verify.

Your Registration Date: - -

Your Registration Time:

Check REGISTRATION HELP for your date & time to begin registration. (See Academic Advisement for general advisement/registration help.)

Your Student ID Number:

Term/Alternate PIN:

See your advisor each term.

CAUTION: Your completed worksheet contains confidential information about you!

This term specific PIN is required by most programs for registration.

CRN

Course Request Number

Course Subject & Section Letter
(example: ENGL1101 P)

Enter course time range per day in the space below to help you see any conflicts:

M=Mon T=Tue W=Wed R=Thu F=Fri S=Sat

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TIP: Include alternate courses (use back of form if needed.)
If one class is blocked, try to register for others on your schedule.

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Date discussed with Advisor: _____

Student's Name: _____

Print clearly.

Advisor's Signature: _____

Student's Signature: _____

3 Pay fees by the due date. In MyASU, ELROY, Registration Menu, click "Pay by Financial Aid, Credit Card or Check" for amount due. Make note of amount before clicking to pay by credit card (MasterCard, Visa, Discover) or check. Have card/check in hand and follow instructions. Check fees to confirm that you have cleared balance. Print schedule or bill on-line from the registration menu. To pay by cash or money order, see Business Office, Fanning Hall during regular office hours.

TIP: Clear any balance by the due date to finish registration and avoid losing your classes.

Use ELROY (MyASU) to register, add/drop courses, pay fees, verify room assignments, and check grades each term.