

Augusta State University Registration Work Sheet

1 Review your degree plan and available course offerings. Visit "Searchable Course Schedule" on Campus Pipeline, *School Services* tab. Complete this worksheet. Review your worksheet with your advisor (check with your advising department for advising procedures).

TIP: Remember to clear all holds and satisfy special conditions before trying to register (check holds on ELROY).

2 After your registration date and time, with your completed worksheet and pencil in hand, visit ELROY on the *School Services* tab on Campus Pipeline (pipeline.aug.edu). Follow the instructions carefully, selecting the proper Registration menu choices. You may register, add, or drop courses using ELROY (technical questions: contact IT Services, (706) 737-1676). If you have holds like CPC, RTP, or UCOLL, register in person at the general registration site (LS students see LS Department, AH E323).

TIP: Remember to CONFIRM on ELROY that all of your courses are registered correctly. Print your schedule to verify.

Your Registration Date:

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Your Registration Time:

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Check the published schedule at www.aug.edu/registrar_va for your date & time to begin registration.

Your Student ID Number:

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Your PIN Number:

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Initially birthdate in mmddyy format.

ELROY calls this your "User ID" - enter 9 digits no dashes. Your Campus Pipeline username is your email address without @aug.edu. Your ELROY PIN matches your Campus Pipeline password - keep this secure.

CAUTION: Your completed worksheet contains confidential information about you!

Term/Alternate PIN (if used):

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Ask your advisor.

This extra PIN may be required by some departments for ELROY registration and it changes every term.

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

CRN

Course Request Number

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Course Name & Section Letter

(example: ENGL1101P)

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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.

schwks2P.tbl

Date discussed with Advisor: _____

Student's Name: _____

Print clearly.

Advisor's Signature: _____

Student's Signature: _____

Advisor's signature required for any student with "UCOLL Advising Required" hold.

3

In ELROY Registration Menu, click "Pay by Financial Aid or Credit Card" to see amount due. Pay by due date before close of business. When paying by credit card (MasterCard, Visa, Discover) on ELROY have your card in hand and follow instructions. If you need a printed bill, use ELROY or see Student Records, Payne Hall, during regular office hours. To pay by cash, check, or money order, or, to get a receipt, see the Business Office, Fanning Hall during regular office hours.

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

Use ELROY on Campus Pipeline (pipeline.aug.edu) to register, add/drop courses, pay fees, verify room assignments and check grades.