

**Things you should know:** *NEVER use the back arrow key to navigate. Always use the navigation links at the top right hand corner of the form. The web is mouse driven. Tab keys will not move you from field to field. 5 attempts to access the web secured area are allowed. If your access fails, come to Student Records in person with your picture ID to reset your account. 5 minutes or more of inactivity will result in your being logged off the system.*

### **ACCESSING THE ELROY SYSTEM**

- **ELROY** is accessible via **Campus Pipeline** (<http://pipeline.aug.edu>) -select the 'Student Services' tab.
- If you do not use Campus Pipeline & need your user name: Go to the **ASU home page** (<http://www.aug.edu>) ; **click** the email button; **click** on 'Student Addressess'; **type** your name and **click** 'Search'; Pipeline **Username and email addresses** will be listed (your Pipeline **password** is your personal pin).

### **TO REGISTER FOR CLASSES**

- Select **Student & Financial Aid Menu**
- Select **Registration Menu**
- Choose **Add/Drop Classes** for either registration or Add/Drop
- Choose the correct **term**. Click on **Submit Term**
- Enter your **term pin number if required (6 digits)**. See your advisor for this info.
- Click on **Submit pin**
- Enter the **CRNs** of courses you wish to register for
- Click on **Submit Changes** to register
- Registered courses will be listed in **Current Schedule**
- Problems will be listed in **Registration Errors** box. **Status** field explains error.
- *Print your schedule to verify accuracy!!*

### **TO SEARCH FOR AVAILABLE CLASSES**

- Choose **Class Search** within the Add/Drop screen or "Look Up Classes to Add" at menu
- Enter search parameters always including course subject. Click on **Find Classes**.
- Courses are listed by subject. (**REM** field reflects seats remaining in the section)
- Choose course by clicking on **box** left of the course info.
- Click on **register** and class will be added to the **Current Schedule** box

### **TO PRINT SCHEDULE**

- From **Registration** menu choose **Student schedule by Day & Time** or **Student Detail Schedule**
- Choose **Print** from the **tool bar** for a printed listing of courses

### **TO ADD/DROP COURSES**

- Choose **Add/Drop** from the **Registration** menu
- Under **Current Schedule** click on **Action** box pull down menu to choose **web drop**
- Click on **Submit Changes** – course is now dropped

### **TO VIEW FEES**

- Choose **Registration Fee Assessment** from the **Registration** menu
- The screen will show an itemized listing of your total fees due

### **TO CHANGE COURSE TO AUDIT**

- Click on **Change Class Options** from **Registration** menu
- Choose pull down menu to the right of class to change and click on **audit**
- Click on **Submit Changes**