

# Augusta State University Post-Bac, Post-Grad, Transient & Audit Student Registration Worksheet

**1**

Before attempting to register, be sure any registration holds have been cleared on-line by the office or department that placed the hold. Holds that block registration may include Immunization, Library fines, Parking/Traffic fines, and others. The computer will NOT allow you to register until all holds are cleared. See holds by logging in to ELROY ([www.aug.edu/elroy](http://www.aug.edu/elroy)). Many courses have "prerequisites" that must be satisfied before a student may register for those courses. ASU's computer is not aware of previous coursework taken at another school, so you MUST have the department grant you permission on-line to register for the course (submit to the department a transcript showing successful completion of prerequisites).

**2**

**DURING PRIORITY REGISTRATION:** After your registration date and time, with your completed worksheet and pencil in hand, visit ELROY at [www.aug.edu/elroy](http://www.aug.edu/elroy) or call ASTRO on a touch tone phone at (706) 667-4737. Follow instructions carefully to register, add, or drop courses. For questions about priority registration, contact Student Records, Payne Hall, (706) 737-1408.  
**DURING REGISTRATION:** After your registration date and time, follow the Pri.Reg. instructions above OR take this completed worksheet to the campus registration site (see postings or call (706) 737-1408). (Once classes have begun, Late Registration is in Payne Hall.)

Your Registration Date:

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*Check the published schedule for your date and time to begin registration.*

Your Registration Time:

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Your Student ID Number:

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*ELROY refers to this as your "User ID" - enter the 9 digits without dashes.*

Your PIN Number:

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*Initially your birthdate in mmddyy format.*

Check the published schedule in the Course Schedule Booklet for your time & day to register by your "type" (Post-Bac, Post-Grad, Transient or Audit Only). Your PIN is initially your birthdate in the mmddyy format.

Term/Alternate PIN:

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*If used by academic dept.*

*This extra PIN may be required by some departments for registration on ASTRO /ELROY.*

CRN=Course Request Number	on ASTRO 1=Audit 2=Normal	Course Name & Section Letter	Enter course time range per day to help you see any conflicts																																										
			M=Mon	T=Tue	W=Wed	R=Thu	F=Fri	S=Sat																																					
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Be sure to list alternates. Use back or additional forms if needed.  
 TIP: If one class is blocked, try to register for others on your schedule.

## Self-Advised Non-Degree Seeking Student

Student's Name:

*please print clearly*

Student's Signature:

**3**

Always check your schedule promptly for errors. Follow instructions on ELROY or ASTRO to "list" your registered courses and to verify the amount due, or, if registering on campus, review your schedule/bill. You must pay for your classes by the due date to be officially registered. If your fees are not paid-in-full by the due date, your classes will be dropped. When paying by credit card (MasterCard, Visa, Discover) on ELROY or ASTRO, remember to have your card in hand, and to follow the instructions. You may pay by cash, check, money order or credit card in the Business Office, Fanning Hall during regular hours.

**Remember you must clear any balance by the due date to avoid losing your classes.**