

Instructions for Registering on AugNet

Before You Begin

Confirm your registration start time and date (see registration instructions)

Clear any registration holds

Know your AugNet user name and password

Fill out a AugNet Registration Planning Form

Log On

Sign on to AugNet at <http://augnet.augsburg.edu>

Click on **Records & Registration**

Enter your AugNet username and password. If entered successfully, a Welcome page will appear with a menu of options on the left side of the screen. Any registration holds will display on this page.

Search/Registration for Courses

1. Click on **Course Search/Register**
 2. Select the appropriate term for inquiry from the **Academic Term** pull down menu
 3. Select the appropriate department from the **Department** pull down menu
 4. Click the box to **Limit to courses currently open for registration**
 5. Click on **Search**
 6. The returning page will have a summary listing of every course offered for that department. To see a detailed view of a course offering, please click on the highlighted course field for the section you want to see more detail on (seats available, time of meetings, and room locations are on this page)
 7. Click **Register for this Course** to begin to add this course to your schedule
 8. Click on **Confirm Registration** to finalize your registration for this – **it takes 2 clicks to register for a course**
- *** For any science class that has a required lab, you must register for both the lecture and lab separately ***

View your Class Schedule or Drop a Course

1. Click on Active Courses located on the list of options in the upper left hand corner of the screen
2. From the list of active courses, click on **Drop or Withdraw – it takes 2 clicks to drop or withdraw from a course**

When You're Finished

Please log out of AugNet.

Notes

1. Students may only sign up for one crossover class a term (Day to WEC, WEC to Day) after the crossover date
2. Due to software limitations, transfer students may not be able to register for some classes via the web if a prerequisite was fulfilled with a transfer credit. Register for these classes at the Enrollment Center
3. If you wish to choose the Pass/No pass grade option, designate the credit value for a variable credit course (MUP courses), register for Theatre Practicum (THP), you must complete these requests in person at the Enrollment Center. Student teaching registration will require the Education Department's approval