

# Registering for the Upcoming Term

1. Contact your advisor each trimester to make sure you are registering for the appropriate courses and level.
2. Register online at Records & Registration: <https://augnet.augsburg.edu/index.html>

The screenshot shows the 'Records & Registration' page for a user named 'Ima Auggie'. The left-hand menu has 'Course Search/Register' highlighted. The main content area is titled 'Student Information' and includes a warning: 'Updates made here take effect immediately, although past information is retained pending verification of the changes.' The 'Advisor(s)' field is circled in red. A yellow warning box on the right states: 'Information that can not be updated here requires additional documentation and/or an in-person visit. Please contact the Enrollment Center for more information.'

## To Register and Look for Courses Using Augnet.

From the Augnet, left-hand column menu, select Records and Registration. On the Records and Registration front page, press **Course Search/Register**. On the Course Search page, select the appropriate academic term and department\* and press the **Search** button.

\* It is important to make sure you register for the appropriate level of course. Undergraduate level courses – select Education from the department pull-down menu. Graduate level courses – select Master of Arts in Education from the department pull-down menu.

## To Find Your Education Department Advisor:

Your education department advisor is listed on your student information page in Augnet/Records and Registration.

## Content Area Advisors:

Secondary education licensure students should also contact their content area advisor for appropriate content coursework. The content area advisors are listed below:

## Registration Troubleshooting:

If you are having problems registering, check for the following:

- *Holds on your Account* – listed as an alert on your Records and Registration front page.
- *Course pre-requisites* (i.e. prior courses and/or department admission) – listed on the Course Detail screen – scroll to the bottom of the screen.
- *MAE student registering for content course* – not available through Records and Registration. MAE students must register manually for content courses. MAE Director signature required.
- *Weekend students registering for day courses* – not available through Records and Registration. Students must register manually for content courses. MAE Director or Education Department Chair signature required.

- Communication Arts – Kathryn Swanson
- Social Studies –  
Anne Kaufman (grad students)  
Donald Gustafson (undergrad students)
- Math – Matthew Haines
- Art – Robert Tom
- Other content areas – contact education department office

For additional help contact:

MAE students: Karen Howell, [howell@augsborg.edu](mailto:howell@augsborg.edu)

Undergraduate students: email you Education Department Advisor