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

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.

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.

For additional help contact:

MAE students: Karen Howell, howell@augsburg.edu
Undergraduate students: email your Education Department Advisor

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:

- 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