INSTRUCTIONS FOR SUBMITTING A MAXIMUM REGISTRATION HOURS OVERRIDE

INSTRUCTIONS FOR SUBMITTING A MAXIMUM REGISTRATION HOURS OVERRIDE

TABLE OF CONTENTS

INSTRUCTIONS FOR SUBMITTING A MAXIMUM REGISTRATION HOURS OVERRIDE

PROCESS

These instructions will help you increase a student's maximum registration hours for the term selected via the Advisor menu on POUNCE.

INSTRUCTIONS

Advisors must ensure compliance with policy prior to adjusting registration hours. See "Normal Course Load" in the catalog.

Important Notes:
- Must be used in Firefox.
- Do not select your browser's back button to go back. It will kick you out.

1. Log in to POUNCE.
2. Select "Faculty and Advisors" from the top of the page.

| Student | Registration | Financial Aid | Student Account | Faculty and Advisors |

3. Select "Faculty and Advisors Dashboard".

Faculty and Advisors

Faculty and Advisors Dashboard
Enter grades, View Class Lists, Review Advisees, Access JagTrax

4. Select "Advisor".

| Faculty | Advisor | Student Records |

5. Select "Registration Hours Override".

6. Select Term. This will be the term the student needs to register for additional hours.

7. Enter Student ID or last name and select student from drop down.

8. Enter the number of total hours the student should be able to register for. For example, undergraduate students can register for up to 18 credits in a semester so if the student needs 1 additional credit, you will enter 19 here.

9. Select all the conditions the student meets. *Must select at least 1.
   a. Has Regents' GPA of 3.0 with at least 15 credit hours taken at Augusta University.
   b. Is within 30 hours of graduation.
   c. Has been granted permission by the Dean of the college of the student's major.

10. Click "Submit".

11. You should now see a green box on the top right of your screen indicating successful submission of the registration hours.
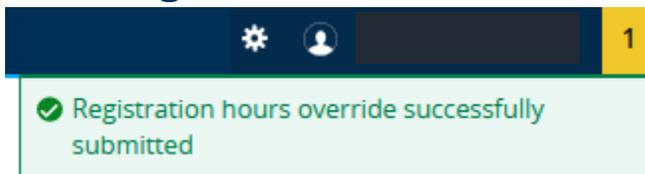
12. The hours will automatically be updated upon submission. The student can now register for the hours.

CONTACT

If you have any additional questions, please contact our office at registrar@augusta.edu.