

INSTRUCTIONS FOR SUBMITTING A MAXIMUM REGISTRATION HOURS OVERRIDE



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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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.



3. Select "Faculty and Advisors Dashboard".

Faculty and Advisors



4. Select "Advisor".



5. Select "Registration Hours Override".

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Advisor

Advising Student Profile

View the student profile for one of your advisees.

JagTrax for Faculty/Advisors

Track your degree progress. Notice: You will be prompted to log into JagTrax with your NetID and Password upon clicking this link.

Registration Hours Override

Advisors access to the Maximum Registration Hours Override workflow.

View Student Registration History

View an advisee's registration history.

View Student Week at a Glance

View an advisee's classes for the selected week.

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

Maximum Registration Hours Override

Select Registration Term

- Select Term -

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

Select Registration Term

202305 - Summer 2023

Search For Student In Term 202305 - Summer 2023

Enter Last Name

or ID:

- Select Student -

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.

Registration Hours Override Detail

Enter New
Registration
Hours Override
Value: *

Choose all that apply:

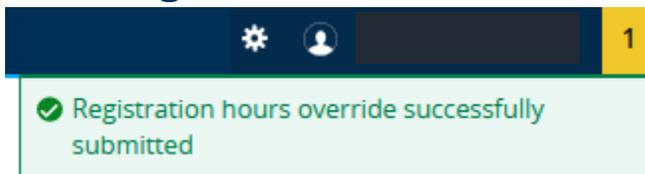
- Has Regents' GPA of 3.0 with at least 15 credit hours taken at Augusta University.
- Is within 30 hours of graduation.
- Has been granted permission by the Dean of the college of the student's major.

Submit

Start Over

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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.