



OFFICE OF THE REGISTRAR USER INSTRUCTIONS

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PROCESS

These instructions are used to assist students in navigating through POUNCE to waitlist for a course. Should you need additional assistance, please contact <u>registrar@augusta.edu</u>.

WAITLIST INSTRUCTIONS

- 1. Login to https://pounce.augusta.edu/ using your AU username (email address) and password.
- 2. Approve the Duo Multifactor Authentication as appropriate.
- 3. Click "Registration" on the Main Menu.
- 4. Select "Registration Dashboard"

Registration Dashboard Use this link to register for classes, browse class sections, view registration information, check your schedule, and plan ahead. Schedule Planner Use this tool to find combinations or course sections that fit your schedule. Courses will appear in Plan Ahead.

5. Select "Register for Classes"

| Registrat | ion | | |
|-----------|---|----------|---|
| What wo | uld you like to do? | _ | |
| | Prepare for Registration View registration status, update student term data, and complete pre-registration requirements. | . | Register for Classes Search and register for your classes. You can also view and manage your schedule. |
| - | Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. | | Browse Classes Looking for classes? In this section you can browse classes you find interesting. |
| | View Registration Information View your past schedules and your ungraded classes. | L | Browse Course Catalog Look up basic course information like subject, course and description. |

6. Select term you are registering for and click "Continue". If you have an assigned PIN, you will be prompted to enter it beneath the term selection.

| | Select a Term | | |
|---|-----------------------------|---|---|
| Ì | | | |
| l | Terms Open for Registration | | |
| l | | ٣ | ļ |
| | Continue | | |

7. Select how you would like to register for classes (search, enter CRN, from your plan). Once you see the desired course is full but has a waitlist, you can select "Add" to add it to your "Summary".

| ind Clas | sses Enter C | RNs Plan | s Schedule ar | nd Options | | | | | | | | | | | | |
|----------|---|-------------|--|------------|------------------------------------|------------------------|---|--------------------|--|-------------------------------|---------------------|---|--|-------------------|---------------------------|-------|
| | Results — 55 C III 2023 Subjec | | | | | | | | | | | | | | Search A | Again |
| 3123 | ART 153 | | Three Dimensiona Design Lecture/Superviser Lab/Clinic | | Fall <u>Bondar</u> 2023 (Primar | ; <u>Susanna</u> y) | S M T W T F S 00 AM Type: Class Buildi 2 Room: 1025 Start D End Date: 12/14/2023 | ing: Wa Date: 0 | arehouse Summerville | 15 s rema 15 o waiti | ain. f 15 ist | Core Area East GA 1 Eligible Ci Plagiarism prevention | ransient 's Tech | nnology anced | Add | , |
| | | | | | | | | | • | v seat rema | 3 | Stand Cor Meeting E | | | | |
| chedul | | ule Details | | | | | | | Summary | rema | ain. | Meeting E | xception | | | |
| iched | te I≣ Sched dule for Fall 2023 Sunday | ule Details | Tuesday | Wednesday | Thursday | Friday | | | | - 304 | 3 | Meeting E | Schedule Type | | Action | |
| chec | dule for Fall 2023 | ule Details | | Wednesday | Thursday | Friday | - | | Title | rema | ain. Hours | Meeting E | xception | Status Pending | Action **Web Registered** | |
| n | dule for Fall 2023 | ule Details | | Wednesday | Thursday | Friday | - | | Title | Details ART 1530, A | Hours | Meeting E | Schedule Type | | | |
| | dule for Fall 2023 | ule Details | | Wednesday | Thursday | Friday | - | | Summary Title Three Dimensional Design | Details ART 1530, A | Hours 3 0 | CRN 13123 | Schedule Type Lecture/Super Lab/Clinic Supervised | Pending | **Web Registered** | Ţ |

8. Once you have added all desired courses, they will appear in the summary screen. Click "Wait Listed" under "Action" on the same row as the course. Verify all information is correct and click "Submit".

Register for Classes

| | Results — 2023 Su | 55 Classes bject: Art | | | | | | | | | | | | | | | | Search A | gain |
|-------|----------------------|--------------------------|-------------|---|-----------|------------------|----------------------------------|--------------|---|-------------------|--|--|---------------------------------------|--|---|------------------------|----|--------------------------|------|
| 3123 | ART | 1530 A | D | hree Dimensional esign ecture/Supervised ab/Clinic | 3 | Fall 1 2023 (| <u>Bondar, Susa</u> (Primary) | <u>sanna</u> | S M T W T F S 08 AM Type: Class Buildir 2 Room: 1025 Start D; End Date: 12/14/2023 | ng: Wa late: 0 | arehouse Summerville | € Total Sector | <mark>ain.</mark> f 15 ist s | Core Area East GA Tr Eligible Crs Plagiarism prevention Stand Cou Meeting Ex | ransient s Is used rse | Technology enhanced | | Add | |
| | | | | | | | | | | _ | | | | | | | | | |
| heduk | I≣ s | hedule Deta | ils | | | | _ | | - | | Summary | | | | | | | | |
| | le for Fall | 2023 | | | | | | | | | | Details | Hours | CRN | Schedule Ty | /pe Status | Ac | tion | |
| ched | _ | 2023 | ils nday | Tuesday | Wednesday | Thursda | ay F | Friday | Saturday | ^ | Title | Details ART 1530, A | Hours 3 | CRN 13123 | Schedule Ty Lecture/Supe Lab/Clinic | | _ | tion Web Registered** | |
| | le for Fall | 2023 | | Tuesday | Wednesday | Thursda | ay F | Friday | | | Title | | з | | Lecture/Supe | | ** | | * |
| ched | le for Fall | 2023 | | Tuesday | Wednesday | Thursda | ay F | Friday | | | Summary Title Three Dimensional Design | ART 1530, A | 3 0 | 13123 | Lecture/Supe Lab/Clinic Supervised | er Pending | * | Web Registered** | * |

9. Verify your status. If you have the green "Waitlisted" status for the course, you are finished.

| | | — 55 Class Subject: Ar | | | | | | | | | | | | | | | | | | Search A | - |
|-----------------------------|----------------------|---------------------------|--------------------------|---|----------|--------------|-------------------------------|--------|--|---------------------|----------|------------------------|---|--------------------------|--|---|------------------------|-----------|--------|----------|---|
| 3123 | ART | 1530 | A | <u>Three Dimensional</u> <u>Design</u> Lecture/Supervised Lab/Clinic | 3 | Fall 2023 | <u>Bondar, S</u> (Primary) | | S M T W T F S 08 AM Type: Class Buildir 2 Room: 1025 Start D End Date: 12/14/2023 | ing: Wa Date: 08 | arehouse | Summerville Campus | € FUL 15 s remain 15 c v walt seat remain 15 c | ain. f 15 ist s | Core Area F East GA Tra Eligible Crs Plagiarism prevention is Stand Cours | is used | Technology enhanced | | | Add | |
| | | | | | | | | | | | | | | | Meeting Exc | ception | | | | | |
| | e III ule for Fal | Schedule E | Details | | | | | | - | | Summary | у | Details | Hours | | | Type Statu | | Action | | |
| ichedu | _ | II 2023 | Details Monday | Tuesday We | ednesday | Thurs | day | Friday | Saturday | | Title | | Details | Hours | CRN | Schedule T | | | Action | | |
| Schedu | ule for Fal | II 2023 | | Tuesday We | ⊧dnesday | Thurs | ;day | Friday | | | Title | | Details ART 1530, A | | CRN | | ~ | | Action | | |
| Schedu | ule for Fal | II 2023 | | Tuesday We | •dnesday | Thurs | ;day | Friday | | | Title | nsional Design | ART 1530, A | 0 | CRN 13123 | Schedule T | ~ | ted | | | , |
| :hedule Schedu m m | ule for Fal | II 2023 | | Tuesday We | dnesday | Thurs | ;day | Friday | | | Title | nsional Design ning | ART 1530, A WELL 1506, D | 0 0 | CRN 13123 19706 | Schedule T Lecture/Sup Lab/Clinic Supervised | ber Waitli | ted ed | None | | |

10. Once you are waitlisted, you will be contacted via your AU email if a seat becomes available in the class AND you are next in line on the waitlist.

| Waitlist Notification for 30049 Retention Policy Default AU Mailbox Retention (6 months) | Expires 11/3/2020 | 5/7/2020 |
|---|---|-----------------|
| Recention Folicy Default Ao Malibox Retention (Cinonitis) | Expires 11/3/2020 | × |
| Bing Maps | | + Get more apps |
| A seat in ART 2010 A The Marvel of Art is now available. You have exactly 24 hours as of the time this ema If you have any holds or receive registration errors (prerequisites required, time conflict, etc.), you must cl register within the 24 hour period or you will be dropped from the waitlist and the seat will go to the next Thank you. | ear the holds and ask your department if permission can b | |
| Registrar's Office Augusta University 2500 Walton Way, Rains Hall Augusta, GA 30904 Phone: 706-446-1430 Email: registrar@augusta.edu | | |

11. You will have <u>24 hours</u> from the time the email was sent to register through POUNCE before the seat closes to you and moves to the next student on the wait list.

REGISTERING FROM THE WAITLIST

- Login to <u>https://pounce.augusta.edu/</u> using your AU username (email address) and password.
- 2. Approve the Duo Multifactor Authentication as appropriate.
- 3. Click "Registration" on the Main Menu.
- 4. Select "Registration Dashboard"

Registration

Web: http://www.augusta.edu/registrar

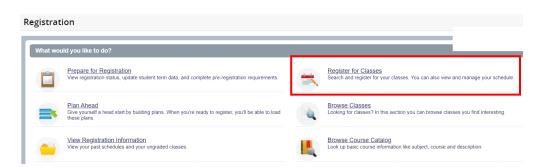
Registration Dashboard

Use this link to register for classes, browse class sections, view registration information, check your schedule, and plan ahead.

Schedule Planner

Use this tool to find combinations or course sections that fit your schedule. Courses will appear in Plan Ahead.

5. Select "Register for Classes"



6. Select term you are registering for and click "Continue". If you have an assigned PIN, you will be prompted to enter it beneath the term selection.

| Select a Term | | |
|-----------------------------|---|--|
| | | |
| Terms Open for Registration | • | |
| Continue | | |

7. To change a waitlisted course to registered, select "Web Registered" under "Actions" in the Summary section and click "Submit".

| Regist | ter for Cl | asses | | | | | | | | | | | | | | |
|---------------------|---------------------------|----------------|----------------------|--------------|----------------------------------|--------|----------|---|----------------------------------|--------------------------|------------|-------|-----------------------------|------------|--------------------|-----|
| Find Cla | sses Ente | er CRNs Plan | s Schedule a | and Options | | | | | | | | | | | | |
| Enter) Term: Fa | Your Search (all 2023 | Criteria 🕕 | | | | | | | | | | | | | | |
| | | Subj | ect | | | | | | | | | | | | | |
| | | Course Numb | per | | | | | | | | | | | | | |
| | | Keywo | ord | | | | | | | | | | | | | |
| | | | Search | <u>Clear</u> | Advanced Search | | | | | | | | | | | |
| | | | | | | | | | • • | | | | | | | |
| 🛍 Schedu | ile 🖩 Sch | nedule Details | | | | | | | 🗊 Summary | | | | | | | |
| Class Sche | dule for Fall 20 | 023 | | | | | | | Title | Details | Hours | CRN | Schedule Type | Status | Action | \$ |
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | 4 | Dotailo | Tiouro | ortit | | olulub | 70001 | 74 |
| 6am | | | | | | | | ^ | Three Dimensional Design | ART 1530, A | 0 | 13123 | Lecture/Super Lab/Clinic | Waitlisted | None | |
| 7am | | | | | | | | | Weight Training | WELL 1506, D | 0 | 19706 | Supervised Lab/Clinic | Dropped | None | |
| 8am | | | | | | | | | Weight Training | WELL 1506, E | 0 | 21968 | Lecture | Dropped | Web Drop | |
| 0am | | | Three Dimensional | | Three Dimensional Database | | | ~ | Total Hours Registered: 0 Bi | lling: 0 CEU: 0 Min: | 0 Max: 1 | 1 | | | **Web Registered** | |
| Panels | • | | | | | | | | | | | | | | Subr | nit |

- 8. To drop a course, please select "remove" from the action drop down and submit.
- 9. Verify your status. It will state registered or if there are restrictions preventing registration. If you have the green "registered" status for all desired courses in the Summary section, you are finished.

| <u>Studen</u> | t <u>Reg</u> | istration | Select a | <u>Ferm</u> • R | egister for | Classes | | | | | | | Save Succes | sful | | | |
|---------------------|--|---------------------|-------------|-----------------|-----------------|---------|----------|---|--------------------------|--------------|-------|-------|-----------------------------|------------|--------|--------|---|
| Regist | er for Cla | asses | | | | | | | | | | | | | | | |
| Find Clas | ses Enter | CRNs Plai | ns Schedule | and Options | | | | | | | | | | | | | |
| Enter Y Term: Fa | our Search (II 2023 | Criteria 🕕 | | | | | | | | | | | | | | | |
| | | Sub | ject | | | | | | | | | | | | | | |
| | | Course Nurr Keyn | | <u>Clear</u> | Advanced Search | | | | | | | | | | | | |
| 🛍 Schedul | e 💵 Sch | edule Details | | | | | | | Summary | | | | | | | | |
| Class Sched | lule for Fall 20 Sunday | 23 Monday | Tuesday | | Thursday | Friday | Saturday | _ | Title | Details | Hours | CRN | Schedule Type | Status | Action | | × |
| 6am | Sunday | wonday | luesday | Wednesday | Inursday | Friday | Saturday | ^ | Three Dimensional Design | ART 1530, A | 3 | 13123 | Lecture/Super Lab/Clinic | Registered | None | ٣ | |
| 7am | | | | | | | | | Weight Training | WELL 1506, D | 0 | 19706 | Supervised Lab/Clinic | Dropped | None | ٣ | |
| 8am | | | O Thurs | | OThere | | | | Weight Training | WELL 1506, E | 0 | 21968 | Lecture | Dropped | None | ¥ | |
| Qam | Olmensional Olmensional Dame Dimensional | | | | | | | | | | | | | | | | |
| Panels * | · | | | | | | | | | | | | | | | Submit | |

CONTACT

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