

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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Waitlist Instructions 2

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

PROCESS

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

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 “Student” on the Main Menu.



Personal Information **Student** Financial Aid Faculty Services

Search

Main Menu

If you are a financial aid recipient, please check the status of your account. If selected for verification, you must submit all required documentation award letter. When awards are posted, remember that you must "ACCEPT" or "DECLINE" your loans and complete Entrance Counseling, Financial

Attention Students: For any login issues, contact the ITS Help Line at 706-721-4000. You may also visit the help desks at any campus in person. TI [HELPDESK](#) for assistance.

When finished, please log out and close your browser window.

Attendance Verification

Verify student attendance in your assigned courses.

Faculty & Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

Financial Aid

Apply for Financial Aid, review status and loans.

NelNet Payment Plan Portal

Sign up for a Nelnet Payment Plan.

Parking Registration & Permit Payment

Choose a permit and pay for your permit here each semester.

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Customize your directory profile.

Student

Register, View your academic records.

4. Select “Registration Menu”

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE



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Search

Student

Parking Registration & Permit Payment

Choose a permit and pay for your permit here each semester.

Personal Information

Update addresses, contact information or marital status;
review name or social security number change
information; Customize your directory profile.

Registration Menu

Check your registration status, class schedule and add or drop classes

Student Profile

View all student information at one time.

Student Records

View your holds, grades, transcripts

Student Account Information

5. Select "Registration"



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Search

Registration

Registration

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

Schedule Planner

ACADEMIC ADVISEMENT CENTER Students must use this link to register.
All other students may also use the Schedule Planner to plan classes.

Schedule Planner Registration Cart

Students will use this link to register, waitlist, or drop the courses added to your Schedule Planner.

Withdrawal Information

Title IV Withdrawal Information for students who have withdrawn.

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

6. Select “Register for Classes”

Registration

What would 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.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

7. 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

8. 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”.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 55 Classes
Term: Fall 2023 Subject: Art

13123 ART 1530 A **Three Dimensional Design Lecture/Supervised Lab/Clinic** 3 Fall 2023 Bondar, Susanna (Primary) S M T W T F S 08:30 AM - 11:00 AM Type: Class Building: Warehouse 2 Room: 1025 Start Date: 08/16/2023 End Date: 12/14/2023 Summerville Campus

FULL: 0 of 15 seats remain. 15 of 15 waitlist seats remain.

Core Area F
East GA Transient Eligible Crs
Plagiarism prevention is used
Stand Course Meeting Exception

Add

Schedule | Schedule Details

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			Three Dimensional Design		Three Dimensional Design		
9am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Three Dimensional Design	ART 1530, A	3	13123	Lecture/Supervised Lab/Clinic	Pending	Web Registered**
Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	None
Weight Training	WELL 1506, E	0	21968	Lecture	Dropped	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

9. 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

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 55 Classes
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13123 ART 1530 A Three Dimensional Design Lecture/Supervised Lab/Clinic 3 Fall 2023 Bondar, Susanna (Primary) S M T W T F S 08:30 AM - 11:00 AM Type: Class Building: Warehouse 2 Room: 1025 Start Date: 08/16/2023 End Date: 12/14/2023 Summerville Campus

FULL: 0 of 15 seats remain.
15 of 15 waitlist seats remain.

Core Area F
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Plagiarism prevention is used
Stand Course Meeting Exception
Technology enhanced

Add

Schedule Schedule Details

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Three Dimensional Design

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Three Dimensional Design	ART 1530, A	3	13123	Lecture/Super... Lab/Clinic	Pending	**Web Registered**
Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	**Web Registered**
Weight Training	WELL 1506, E	0	21968	Lecture	Dropped	Remove

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Wait Listed

Submit

10. Verify your status. If you have the green “Waitlisted” status for the course, you are finished.

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 55 Classes
Term: Fall 2023 Subject: Art

13123 ART 1530 A Three Dimensional Design Lecture/Supervised Lab/Clinic 3 Fall 2023 Bondar, Susanna (Primary) S M T W T F S 08:30 AM - 11:00 AM Type: Class Building: Warehouse 2 Room: 1025 Start Date: 08/16/2023 End Date: 12/14/2023 Summerville Campus

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8am							
9am							

Three Dimensional Design

Summary

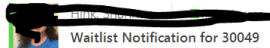
Title	Details	Hours	CRN	Schedule Type	Status	Action
Three Dimensional Design	ART 1530, A	0	13123	Lecture/Super... Lab/Clinic	Waitlisted	None
Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	None
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Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

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11. 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.

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5/7/2020

Retention Policy Default AU Mailbox Retention (6 months)

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 email was sent to register or drop the course before you are removed from the waitlist.

If you have any holds or receive registration errors (prerequisites required, time conflict, etc.), you must clear the holds and ask your department if permission can be granted for any registration errors received. This must be done and you must register within the 24 hour period or you will be dropped from the waitlist and the seat will go to the next student on the waitlist.

Thank you.

Registrar's Office
Augusta University
2500 Walton Way, Rains Hall
Augusta, GA 30904
Phone: 706-446-1430
Email: registrar@augusta.edu
Web: <http://www.augusta.edu/registrar>

12. You will have **24 hours** 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.

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Browse Course Catalog
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7. 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

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

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2023

Subject



Course Number

Keyword

[Advanced Search](#)

Schedule | **Schedule Details**

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Panels ▾

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Three Dimensional Design	ART 1530, A	0	13123	Lecture/Super... Lab/Clinic	Waitlisted	None
Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	None
Weight Training	WELL 1506, E	0	21968	Lecture	Dropped	Web Drop

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

****Web Registered****

9. To drop a course, please select “remove” from the action drop down and submit.

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

10. 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.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

✓ Save Successful

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2023

Subject

Course Number

Keyword

Search

Clear

Advanced Search

Schedule

Schedule Details

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			<div>✓ Three Dimensional</div>		<div>✓ Three Dimensional</div>		
9am							

Panels ▾

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Three Dimensional Design	ART 1530, A	3	13123	Lecture/Super... Lab/Clinic	Registered	None ▾
Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	None ▾
Weight Training	WELL 1506, E	0	21968	Lecture	Dropped	None ▾

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit

CONTACT

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