WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

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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 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 [_____] [Go]

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 documentatio 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"

AUGUSTA UNIVERSITY

Personal Information	Student	Financial Aid	Faculty Services

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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"

AUGUSTA UNIVERSITY

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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.
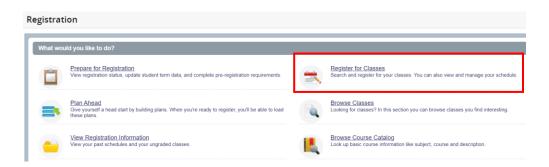All other students may also use the Schedule Planner to plan classes.

Schedule Planner Registration Cart
Students will use this link to register, waitlist, or drop the courses added to your Schedule Planner.
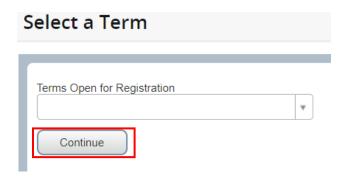
Withdrawal Information
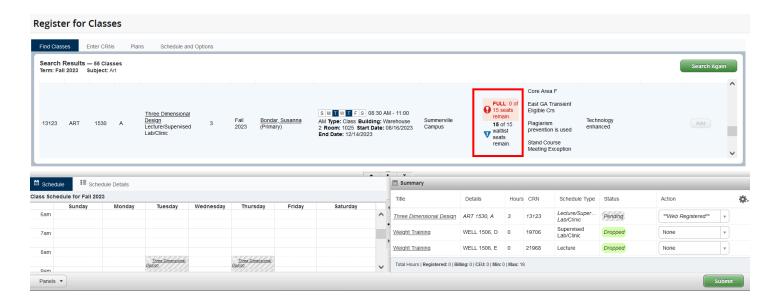Title IV Withdrawal Information for students who have withdrawn.
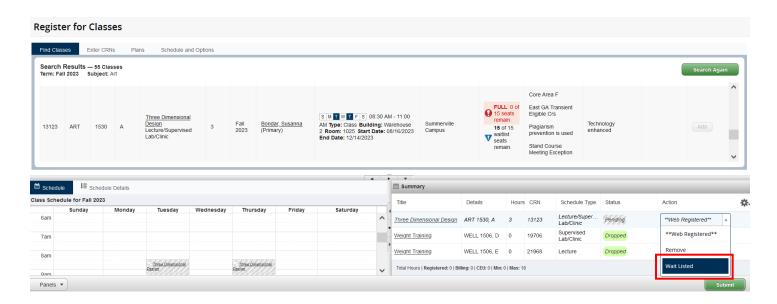
6. Select "Register for Classes"

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.
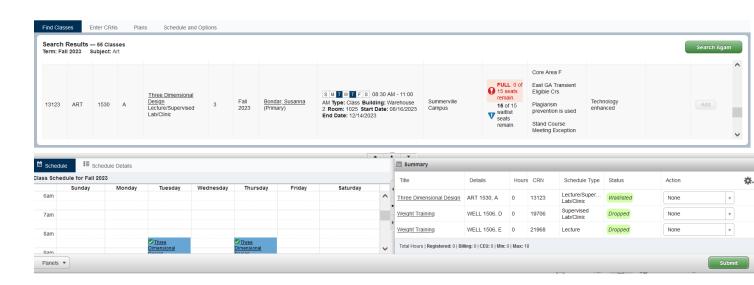

8. Select how you would like to register for classes (search, enter CRN, from your plan). Once you see the desired course is full but has a waitlist, you can select "Add" to add it to your "Summary".

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".

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

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.

Waitlist Notification for 30049   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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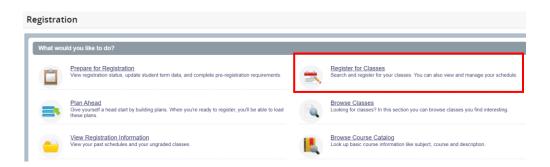All other students may also use the Schedule Planner to plan classes.

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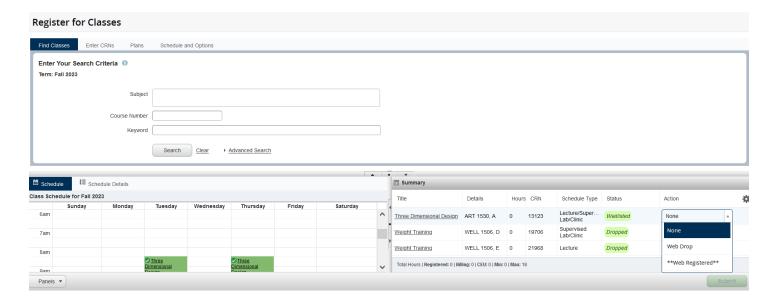Title IV Withdrawal Information for students who have withdrawn.

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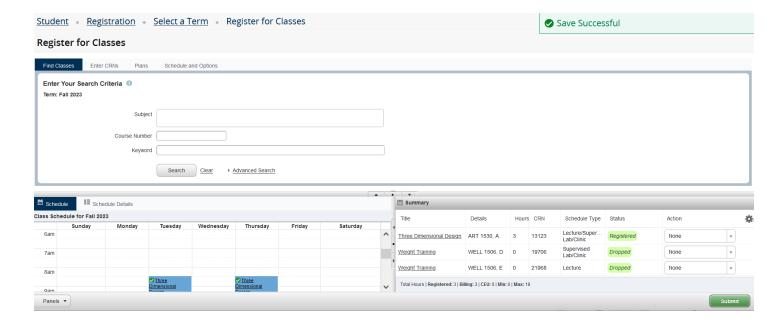

8. To change a waitlisted course to registered, select "Web Registered" under "Actions" in the Summary section and click "Submit".

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

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.

CONTACT

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