



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		
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l	Terms Open for Registration		
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	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".

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	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	,
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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	
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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	
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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

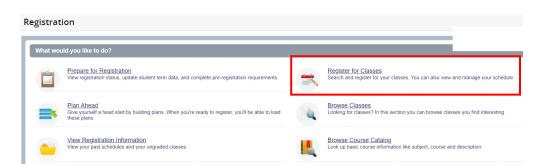
Registration Dashboard

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 🕕														
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Class Sche	dule for Fall 20	023							Title	Details	Hours	CRN	Schedule Type	Status	Action	\$
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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															
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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>.