

# **POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING THE SCHEDULE OF CLASSES**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

# POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING THE SCHEDULE OF CLASSES

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# POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING THE SCHEDULE OF CLASSES

## PROCESS

These instructions will help you navigate through POUNCE to view the schedule of classes.

## RESPONSIBILITIES

Primary faculty are responsible for submitting accurate course information before the deadline each term to insure the schedule of classes is complete and accurate for students.

## INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Faculty Services” from the top of the page.



### Main Menu

3. Select “Class Schedule”.

#### Faculty Services

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Final Grades](#)
- [Assignment History](#)
- [Class Schedule](#)
- [Office Hours](#)
- [Advisee Grade Summary](#)
- [Faculty Grade Summary](#)
- [Detail Pictorial Class Roll](#)  
View a detailed class roll with student photos
- [Summary Pictorial Class Roll](#)  
View your class roll with student photos in "yearbook" s
- [Justification for Incomplete Grade](#)
- [Pictorial Student Directory for Major](#)
- [Attendance Verification](#)  
Verify student attendance in your assigned courses.
- [Grade Change](#)
- [Course Substitution Paper Form](#)  
The Course Substitution Workflow is down for updates.
- [Appeal to Participate in Commencement](#)
- [Exception to Graduation Requirements](#)

# POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING THE SCHEDULE OF CLASSES

4. You may then search the Schedule of Classes.

The screenshot shows a web application interface for searching class schedules. At the top, there is a 'Faculty Services' header and a search bar with a 'Go' button. Below the search bar is the title 'Class Schedule Search'. The main search area contains several fields and dropdown menus:

- Subject:** A dropdown menu with a scrollable list of subjects including Accounting, Allergy Immunology, Allied Health Science, Anatomy, Anesthesiology, Anthropology, Applied Info Systems & Tech, Art, Astronomy, and Biology.
- Course Number:** A text input field.
- Title:** A text input field.
- Credit Range:** Two text input fields separated by 'hours to'.
- Course Level:** A dropdown menu with options: All, Graduate Semester, and Post Professional.
- Part of Term:** A dropdown menu with options: All, Full Term, and Medicine Residents. Below the dropdown is the text 'Non-date based courses only'.
- Instructor:** A dropdown menu with options: All, Abdulovic-Cuj, Amy L., and Abed, Wafa Y.

The bottom of the screenshot shows a Windows taskbar with the search bar and several application icons.

## CONTACT

If you have any additional questions, please contact our office at [classes@augusta.edu](mailto:classes@augusta.edu).