

## Registration for Academic Advisement Students

- Schedule an appointment to meet with your advisor for Next Term Advisement. In that meeting, your advisor will enter your course options into your JagTrax account, allowing you to register through Schedule Planner.
  - *If you try to access Schedule Planner without meeting with your advisor, your course options will be blank.*
- You will use Schedule Planner for all registration and schedule adjustments until you are no longer advised by our office.

### How do I create my schedule?

#### 1. Log into Schedule Planner

- Log into POUNCE
- Click STUDENT
- Click REGISTRATION
- Click SCHEDULE PLANNERf

#### 2. Adjust your course settings

- Select the following settings at the top of the home page:
  - **Term:** Spring 2022
  - **Course Type:** Open and Full with Waitlist open
  - **Campuses:** All Campuses  
*Do not deselect any campuses as deselecting options may skew the results Schedule Planner generates)*
  - **Parts of Term:** All Parts of Term

#### 3. Add your courses

- Courses from your JagTrax Planner **DO NOT** automatically update to the home page.
- To view the classes you discussed with your advisor:
  - Click ADD COURSES
  - Select all courses you wish to generate a schedule for
  - Click ADD
  - Click Back

#### 4. Select your desired course sections

- Next to each course, click the OPTIONS icon
- Select sections that meet your time, location, and professor preferences
  - You may find it useful to compare the sections listed in Schedule Planner with those listed in the Schedule of Classes as the planner does not show course restrictions and does not update seat availability in live time.

- Click Save and Continue
- Repeat for all courses

## 5. Add a break (**OPTIONAL**)

- Click ADD BREAK
- Enter the days and times for your break
- Click Save and Continue

## 6. Generate your schedule

- Click GENERATE SCHEDULES
- Hover over the magnifying glass icons next to each schedule option to view the schedule at a glance
- Click VIEW next to a schedule for a more in-depth picture of the schedule
- Aim for a balanced schedule with time between classes for prep, study, travel, meals, etc.
  - *Some classes (wellnesses, lab sciences, math, psychology, etc.) meet on different campuses and will require AT LEAST 50 minutes of travel time between them.*

## 7. Save your schedule

- Click SEND TO SHOPPING CART when viewing your preferred schedule
- The shopping cart DOES NOT reserve your place in the course, it bookmarks your class for registration

## How do I register for classes?

### 1. Before registration opens, **Check your registration status**

- Log into POUNCE
- Click STUDENT
- Click REGISTRATION
- Click REGISTRATION STATUS
- Check to see if you have any holds that block registration
  - **AN ACADEMIC ADVISEMENT ADVISEE HOLD WILL NOT BLOCK REGISTRATION**

### 2. Register for your classes

- Log into POUNCE
- Click STUDENT
- Click REGISTRATION
- Click SCHEDULE PLANNER REGISTRATION CART
- Click REGISTER

### 3. If a desired class is full, it will display on the bottom of the page as a registration add error. If you choose, you can add yourself to the **Wait List** for the course.

- Click the dropdown Action Menu next to the closed course

- Select WAIT LIST
- Click SUBMIT CHANGES at the bottom of the page

## How do I adjust my Schedule?

### 1. Dropping a registered course

- Log into POUNCE
- Click STUDENT
- Click REGISTRATION
- Click REGISTRATION, ADD OR DROP CLASSES
- Next to the course you want to drop, click the Action Menu
- Select WEB DROP
- Click SUBMIT CHANGES

### 2. Changing a course to a different section

- Log into SCHEDULE PLANNER
- Under courses, click the options icon next to the course you want to change and select your desired section
- On the home page, you will see three areas: COURSES, CURRENT SCHEDULE, and SHOPPING CART
  - Under Courses, select ONLY the class you want to add to your schedule
  - Leave your Current Schedule selected
  - Under SHOPPING CART, deselect all courses (this does not drop you from any of your current classes)
- Click Generate Schedules
- Click VIEW next to your preferred Schedule.
- Click SEND TO SHOPPING CART
- Click REGISTER

### 3. Adding a new course

- Contact your academic advisor to have a new course entered into your planner
- Log into SCHEDULE PLANNER
- In the Courses section, click ADD COURSE
- Select the newly added course
- Click ADD
- Click BACK
- On the home page, you will see three areas: COURSES, CURRENT SCHEDULE, and SHOPPING CART
  - Under Courses, select ONLY the class you want to add to your schedule

- Leave your Current Schedule selected
- Under SHOPPING CART, deselect all courses (this does not drop you from any of your current classes)
- Click Generate Schedules
- Click VIEW next to your preferred Schedule.
- Click SEND TO SHOPPING CART
- Click REGISTER

#### 4. Registering for a wait listed course

- While you wait on a seat, confirm any prerequisites/special permissions/holds are satisfied in the system so you can register yourself promptly when email is sent.
- Check your AU email regularly for notification that a seat has opened for you in a course for which you wait listed. **You have 24 hours from the time that email was sent to register for the course.** After that time, the system drops you and moves on to the next person on the wait list.
  - Note: this email can also be sent over the weekend
- To register for a course you were wait listed for ...
  - Log into *POUNCE*
  - Click *STUDENT*
  - Click *REGISTRATION*
  - Click *REGISTRATION, ADD OR DROP CLASSES.*
  - Next to your wait listed course click the *ACTION* menu,
  - Select *WEB REGISTER*
  - Click *SUBMIT CHANGES*