How to Register Using Pounce Registration

HAVE YOU BEEN ADVISED?

Schedule an advisement appointment with your advisor for Next Term Advisement. During the advisement meeting, your advisor will enter your course options into your JagTrax account which allows you to register using a "Plan" in POUNCE Registration. **A term PIN will not be provided to students who do not attend advisement.**

STEP 1: JAGTRAX PLANS (before/during your advising appointment)

Creating a new plan in JagTrax

- To access JagTrax, go to jagtrax.augusta.edu or **POUNCE** at Student > Student Profile > JagTrax.
- Login using your JagID (excluding @augusta.edu) and password.
- In the top, left-hand corner, select **PLANS** and click **NEW PLAN**.
    a. If editing an existing plan, select the plan you wish to update.
- Click **ADD TERM** and select a term to add to the plan.
- You can add courses two ways:
    a. Option 1: Click the **+** icon under the term you are editing.
        i. **STILL NEEDED** – Select options from a list of courses still needed to complete your degree.
        ii. **COURSES** – Select options from a list of courses not specifically required for your degree.
        iii. Click **ADD TO PLAN** in the bottom right-hand corner to save classes to the plan.
    b. Option 2: Drag and Drop courses from the plan's sidebar.
        i. Courses are saved to the plan when you drag and drop them under the appropriate term.

Adjusting an existing plan in JagTrax

- Select the plan you would like to update.
- To add a new term
    o Click **ADD TERM** and select the term you would like to plan.
- To add a new course to an existing term
    o Click **+** under the term you would like to update.
    o Select the courses you would like to add to a plan by using the **STILL NEEDED** or **COURSES** lists
    o Click the check box next to the course to add the class to your plan
    o Click **ADD TO PLAN** in the bottom right-hand corner to save the classes in your plan
- To remove a class from your plan

    o Click the ⋮ next to the course
    o Click **DELETE THIS REQUIREMENT**

STEP 2: PLANNING AHEAD IN POUNCE REGISTRATION (after your advising appointment)

- Log into **POUNCE** using your JagID (excluding @augusta.edu) and password.
- Select **STUDENT**.
- Select **REGISTRATION DASHBOARD**.
- Select **PLAN AHEAD**.
- Select the term you are planning for and then continue.
- Select **CREATE A NEW PLAN**.
- Create a plan for registration using either **FIND CLASSES** or **DEGREE WORKS PLANS**.
  - **FIND CLASSES** - Search for any course by subject and course number.
  - **DEGREE WORKS PLANS** - Select course options directly from your JagTrax Plans.
  - To add specific sections of a course to your plan, click **VIEW SECTIONS**. To add a course but not a specific section, click **ADD COURSE**.
- Once you have completed the course selection process, click **SAVE PLAN**.

STEP 3: REGISTERING FOR CLASSES (on your registration day)

- If you have already created your plan
  - Click **REGISTER FOR CLASSES.**
  - Select a term.
    - Note: You will be required to input a PIN to move past this page. You can request your PIN from your assigned Academic Advisor.
  - Click **PLANS**.
  - Select the plan you want to register for.
  - Click **ADD** next to each course in your plan.
    - The classes will be in *Pending* status displayed as gray course blocks in the schedule.
  - Click **SUBMIT** under **SUMMARY** to register.
    - The classes will change from Pending to *Registered* and the course blocks will no longer be grayed out in the schedule.
- If you have not created a plan in POUNCE registration but you have created one in JagTrax
  - Click **PLANS** and then click **VIEW SECTIONS** next to a course.
  - Click **ADD** next to the section you would like to register for.
  - Click **RETURN TO PLAN** and repeat the process for all of your classes.
  - Click **SUBMIT** to change the courses from Pending to Registered
- If a class is full
  - To wait list for a course
    - Click the action menu next to the class and select **WAIT LISTED**.
    - Click **SUBMIT**.
  - If you would like to change the section of a course you are registered for
    - Click the action menu next to the class and select **REMOVE**.
    - Click **SUBMIT**.
    - Click **PLANS**.
    - Click **VIEW SECTIONS** to view the open sections for a course.
    - Click **ADD** next to the section that works with your schedule.
    - Click **SUBMIT**.
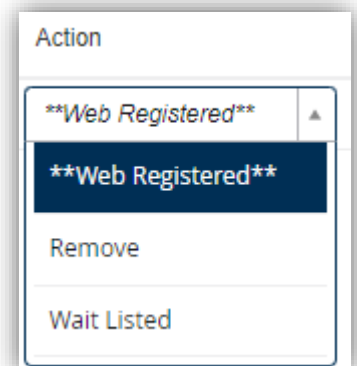
OPTIONAL: HOW TO ADJUST YOUR SCHEDULE (after registration)

- Log into **POUNCE** using your JagID (excluding @augusta.edu) and password.
- Select **REGISTRATION**.
- Select **REGISTRATION DASHBOARD**.
- Select **REGISTER FOR CLASSES**.
- Input your registration term PIN to move forward. You can request your PIN from your assigned Academic Advisor.
- To drop a class
    - Click the action menu next to the class in the summary section.
    - Select **WEB DROP**.
    - Click **SUBMIT**.
- To change a course section
    - First, drop the class you would like to change.
        - Select **WEB DROP**.
        - Click **SUBMIT**.
    - Click **PLANS**.
    - Click **VIEW SECTIONS** next to the class you want to change to view the open sections.
    - Click **ADD** next to the section you would like.
    - Click **SUBMIT**.
- To move yourself off of a waitlist
    - Check your AU email daily for a message from the Registrar's office letting you know a seat has opened in the class. After you receive that email, you have 24 hours to add yourself to the class.
    - Log into **POUNCE** using your JagID (excluding @augusta.edu) and password.
    - Select **STUDENT**.
    - Select **REGISTRATION DASHBOARD**.
    - Select **REGISTER FOR CLASSES**.
    - Click the action menu next to the waitlisted course.
    - Select **WEB REGISTERED**.
    - Click **SUBMIT**.