

# **POUNCE: COURSE SUBSTITUTION REQUESTS**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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# POUNCE: COURSE SUBSTITUTION REQUESTS

## PROCESS

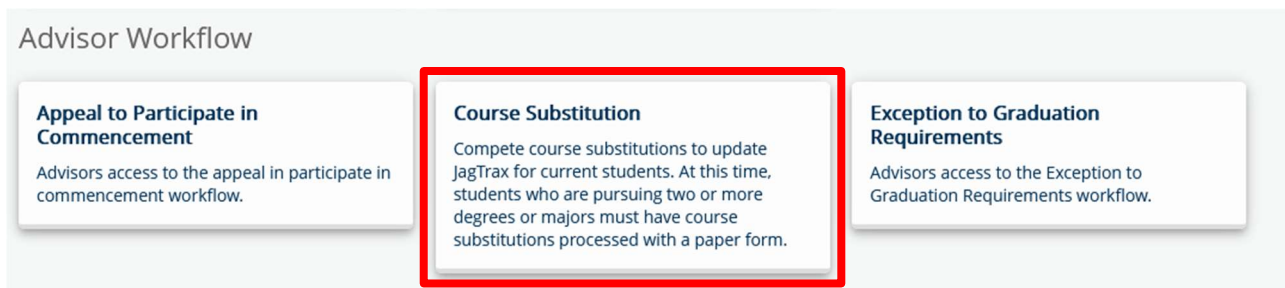
These instructions will help you navigate through POUNCE so you can submit a course substitution request for a student.

## INSTRUCTIONS

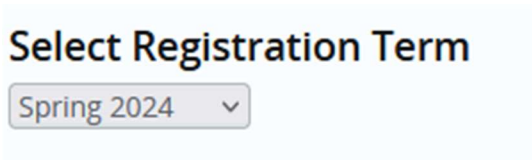
1. Log into <https://pounce.augusta.edu/>.
2. You will be prompted approve DUO via your preferred settings.
3. Select “Advisor” from the top of the page.



4. Select “Course Substitution”



5. Select a Registration Term from the dropdown.



6. Search and select a student by either using the last name or student ID.



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7. Confirm the information listed under “Student Information” is correct.

## Student Information for:

**ID:**

**Expected Graduation Date:**

**Program:**

**Degree:**

**Major:**

**Concentration:**

**Minor:**

**Catalog Term:**

8. Complete and submit the request.

If you are advising using an updated catalog year, please list the new catalog year.

If you are not updating the catalog year, please leave blank:

**AU Course:**   
*Please list the Subject Code and Course Number. Example: ENGL 1101 \**

**Course to be Substituted:**   
*Please list the Subject Code and Course Number. Example: ENGL 1113 \**

**Area of Substitution: \***

**Additional Comments:**

Additionally, if you will be using two or more courses to satisfy one Augusta University course please list the additional classes here:

## CONTACT

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