



# 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 <a href="https://pounce.augusta.edu/">https://pounce.augusta.edu/</a> 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"

R	egistrat	ion	
ľ	What wou	ıld 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.	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		
Ì			
l	Terms Open for Registration		
l		٣	)
	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".

Regist	er for (	Classe	S														
Find Clas	ses E	nter CRNs	Plar	ns Schedule ar	nd Options												
Search Term: Fa	Results – II 2023 S	- 55 Classe ubject: Art	5													Search Ag	gain
13123	ART	1530	A	<u>Three Dimensiona</u> <u>Design</u> Lecture/Supervised Lab/Clinic	! 1 3	Fall <u>Bon</u> 2023 (Prim	<u>dar Susanna</u> hary)	S M T W T F S 0 AM Type: Class Build 2 Room: 1025 Start End Date: 12/14/2023	8:30 A ling: W Date: ( 3	M - 11.00 archouse Summerville Bør16/2023 Campus	<b>9</b> 7	FULL: 0 of 15 seats remain. 15 of 15 waitlist seats remain.	Core Area East GA 1 Eligible Cr Plagiarism prevention Stand Cor Meeting E	a F ransient 's ) Tech a Is used arse xception	nology anced	(Add )	
Class Schee	lule for Fall	2023								Title	Details	Hours	CPN	Schedule Type	Statue	Action	,
	Sunday	N	onday	Tuesday	Wednesday	Thursday	Friday	Saturday		4	Details	riours	GRN	Schedule Type	518105	Action	
6am									^	Three Dimensional Design	ART 1530, A	3	13123	Lecture/Super Lab/Clinic	Pending	**Web Registered**	Ŧ
7am										Weight Training	WELL 1506,	D 0	19706	Supervised Lab/Clinic	Dropped	None	Ŧ
8am										Weight Training	WELL 1506,	E 0	21968	Lecture	Dropped	None	Ŧ
Qam				<u>Three Dimensional</u> Design		Three Dimensional Design			~	Total Hours   Registered: 0   Bi	illing: 0   CEU: 0   I	Min: 0   Max: 18					
Panels	•																Submit

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**

rch R n: Fall 2	esults — 2023 SL	55 Classes	5													(	Search Aga
23	ART	1530 /	A	Three Dimensional Design Lecture/Supervised Lab/Clinic	3	Fall 2023	<u>Bondar, Susanna</u> (Primary)	SMTWTFS AMType: Class Build 2 Room: 1025 Start End Date: 12/14/2023	8:30 AM ing: War Date: 08	- 11:00 rehouse Summerville //16/2023 Campus	<ul> <li>♀ FUL</li> <li>♀ 15 s</li> <li>remain</li> <li>15 o</li> <li>♥ waiti</li> <li>seat</li> <li>remain</li> </ul>	L: 0 of eats ain. f 15 ist s ain.	Core Area F East GA Tran: Eligible Crs Plagiarism prevention is i Stand Course Meeting Excer	used Tech enh.	nnology anced		Add
iedule	II s	chedule Det	tails		_	_				T Summary							
edule hedul	le for Fall Sunday	chedule Det 2023	tails	Tuesdav	Wednesday	Thursd	lav Frida	/ Saturday		Summary	Details	Hours	CRN :	Schedule Type	Status	Action	
iule edul	l≣ s le for Fall Sunday	chedule Det 2023 Mc	tails onday	Tuesday	Wednesday	Thursd	lay Frida	y Saturday	· ·	Summary Title Three Dimensional Design	Details ART 1530, A	Hours 3	CRN : 13123 L	Schedule Type .ecture/Super .ab/Clinic	Status Pending	Action	egistered**
dule Iedul	I≣ S le for Fall Sunday	chedule Det 2023 Mc	tails onday	Tuesday	Wednesday	Thursd	lay Frida	y Saturday		Summary Title Three Dimensional Design Weight Training	Details ART 1530, A WELL 1506, D	Hours 3 0	CRN 1 13123 L 19706 S	Schedule Type .ecture/Super .ab/Clinic Supervised .ab/Clinic	Status Pending Dropped	Action **Web R **Web	egistered** Registered**
dule Iedul	i sunday	chedule Det 2023 Mc	tails onday	Tuesday	Wednesday	Thursd	lay Frid:	y Saturday		Summary Title Three Dimensional Design Weight Training Weight Training	Details ART 1530, A WELL 1506, D WELL 1506, E	Hours 3 0 0	CRN 2 13123 L 19706 S L 21968 L	Schedule Type .ecture/Super .ab/Clinic Supervised .ab/Clinic .ecture	Status Pending Dropped Dropped	Action **Web R Remove	egistered** Registered**

9. Verify your status. If you have the green "Waitlisted" status for the course, you are finished.

m: Fa	Results	— 55 Clas Subject: /	ses art																	Search Agai
123	ART	1530	A	Three Dimensional Design Lecture/Supervised Lab/Clinic	3	Fall 2023	<u>Bondar, Susan</u> (Primary)	na AM 2 R Enc	M T W T F S 08 Type: Class Buildi toom: 1025 Start D d Date: 12/14/2023	8:30 AN ng: Wa Date: 00	l - 11:00 irehouse 3/16/2023	Summerville Campus		<ul> <li><b>FULL</b></li> <li>15 serema</li> <li>15 of</li> <li>▼ waitilis seats rema</li> </ul>	: 0 of ats n. 15 st n.	Core Area East GA T Eligible Cr Plagiarism prevention Stand Cou Meeting E	F ransient s ris used cception	inology anced		Add
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hedu	e	Schedule	Details								📰 Summa	ry					_	_	_	_
Scheo	dule for Fa	all 2023				_					Title		Details		Hours	CRN	Schedule Type	Status	Action	
n	sunday		Monday	luesday	wednesday	Inurs	day Fri	lay	Saturday	^	Three Dim	ensional Design	ART 15	30, A	0	13123	Lecture/Super Lab/Clinic	Waitlisted	None	
1											Weight Tra	ining	WELL 1	506, D	0	19706	Supervised Lab/Clinic	Dropped	None	
											Weight Tra	iining	WELL 1	506, E	0	21968	Lecture	Dropped	None	
				Three		Three					Telefilleuro	Desistent of Di								

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.

Hulls         Maitlist Notification for 30049           Retention Policy         Default AU Mailbox Retention (6 months)	Expires 11/3/2020	5/7/2020
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 email was sent to regis	ter or drop the course before you are removed from the	e waitlist.
If you have any holds or receive registration errors (prerequisites required, time conflict, etc.), you must clear the holds and a register within the 24 hour period or you will be dropped from the waitlist and the seat will go to the next student on the wai	sk your department if permission can be granted for an itlist.	y registration errors received. This must be done and you must
Thank you.		
Registrar's Office Augusta University 2500 Walton Way, Bains Hall Augusta, GA 30904 Phone: 706-446-1430		

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.

# **HOW TO SEE MY WAITLIST POSITION**

- 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	v
Continue	

7. You should be on the "Find Classes" tab. In the bottom left of your screen, click "Schedule Details".

Register for classes										
Find Classes Enter CRNs Plans	Schedule and Options									
Enter Your Search Criteria 0										
Term: Spring 2025										
Subject										
Course Number										
Keyword										
Campus										
Attribute										
Instructor										
	Search Clear + Advanced Search									
		•	• • •							
Schedule Schedule Details			🖾 Summary							
Class Schedule for Spring 2025			Title	Details	Hours	CRN	Schedule Type	Status	Action	*
Principles of Biology II   Biology 1108 Section	F   Class Begin: 01/06/2025   Class End: 05/08/2025	Waitlisted	Principles of Biology II	BIOL 1108, F	0	32258	Lecture	Waitlisted	None	*
01/06/2025 05/08/2025 S M T W T F S Instructor: Butler, Julie (Primary) CRN: 32258	01:00 PM - 02:15 PM Type: Class Location: Health Sciences Campus Building: HSC Health	a Sciences Building Room: 1218								

### 8. Click the arrow next to your course.

	<b>i</b>	Schedule	∎ <sub>Sct</sub>	hedule Details		
_	Class	Schedule f	or Spring	3 2025		
Ľ	▶ <u>P</u>	rinciples of I	<u>Biology I</u>	I Biology 1108 Sect	on F   Class Begin: 01/06/2025   Class End: 05/08/2025	Waitlisted
	01/06	6/2025 05/0	08/2025	SMTWTFS	01:00 PM - 02:15 PM Type: Class Location: Health Sciences Campus Building: HSC Health Sciences E	Building Room: 1218
	Instru CRN:	actor: Butler, 32258	Julie (Pri	imary)		

### 9. Your waitlist position for the class appears at the end of the "Message".

Schedule Schedule Details	
Class Schedule for Spring 2025	
Principles of Biology II   Biology 1108 Section F   Class Begin: 01/06/2025   Class End: 05/08/2025	Waitlisted
Message: Wait Lietod   Houre: 0   Level: Undergraduate Semester   Campus: Health Sciences Campus   Schedule Type: Lecture   Instructional Method: 7 Normal Waitlist Position: 1	Technology enhanced   Grade Mode:
01/06/2025 - 05/08/2025 S M T W T F S 01:00 PM - 02:15 PM Type: Class Location: Health Sciences Campus Building: HSC Health Sciences Building: HSC Health Sc	uilding <b>Room:</b> 1218

# **REGISTERING FROM THE WAITLIST**

- 7. Login to <a href="https://pounce.augusta.edu/">https://pounce.augusta.edu/</a> using your AU username (email address) and password.
- 8. Approve the Duo Multifactor Authentication as appropriate.
- 9. Click "Registration" on the Main Menu.
- 10. Select "Registration Dashboard"



### 11. Select "Register for Classes"

Registrat	ion	
What wou	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.	Browse Course Catalog Look up basic course information like subject, course and description.

12. 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	

13. To change a waitlisted course to registered, select "Web Registered" under "Actions" in the Summary section and click "Submit".

Register for Classes																
Find Clas	ses Enter (	CRNs Plan	s Schedule a	and Options												
Enter Y	our Search Cr	iteria 🕕														
Term: Fa	II 2023															
		Subj	ect													
		Course Num	ber					_								
		Keyw	ord													
			Search	Clear +	Advanced Search											
								_								
Martin Barthous Martin Stranger																
Class Sched	lule for Fall 202	3							Title	Dotaila	Hours	CDN	Schodulo Turpo	Status	Action	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		4	Details	nours	CRM	Schedule Type	Status	Action	*
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	
0			Three Dimensional		Three Dimensional			~	Total Hours   Registered: 0   Bi	**Web Registered**						
Panels *	•				1100100										SL	Ibmit

- 14. To drop a course, please select "remove" from the action drop down and submit.
- 15. 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>Student</u>	• <u>Regi</u>	stration •	Classes	Save Successful													
Registe	r for Cla	asses															
Find Classe	es Enter	CRNs Plan	s Schedule a	and Options													
Enter You Term: Fall	ur Search C 2023	riteria 🕕															
		Subj															
		Course Numt	per														
			Search	Clear •	Advanced Search												
	_								• •								
🛍 Schedule	II Sche	dule Details							🗊 Summary								
Class Schedu	le for Fall 20:	23 Monday	Tuesday	Wednesday	Thursday	Friday	Paturday		Title	Details	Hours	CRN	Schedule Type	Status	Action		⇔
6am	Sunday	wonday	luesuay	weatlesday	mursuay	Fillay	Saturuay	^	Three Dimensional Design	ART 1530, A	3	13123	Lecture/Super Lab/Clinic	Registered	None	٣	
7am									Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	None	٣	
8am									Weight Training	WELL 1506, E	0	21968	Lecture	Dropped	None	•	
Qam			Total Hours   Registered: 3   Billing: 3   CEU: 0   Min: 0   Max: 18														
Panels 🔻															(	Submit	

# CONTACT

If you have any additional questions, please contact our office at <u>registrar@augusta.edu</u>.