

# **WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

## TABLE OF CONTENTS

PROCESS .....	2
WAITLIST INSTRUCTIONS.....	2
REGISTERING FROM THE WAITLIST .....	5
CONTACT .....	7

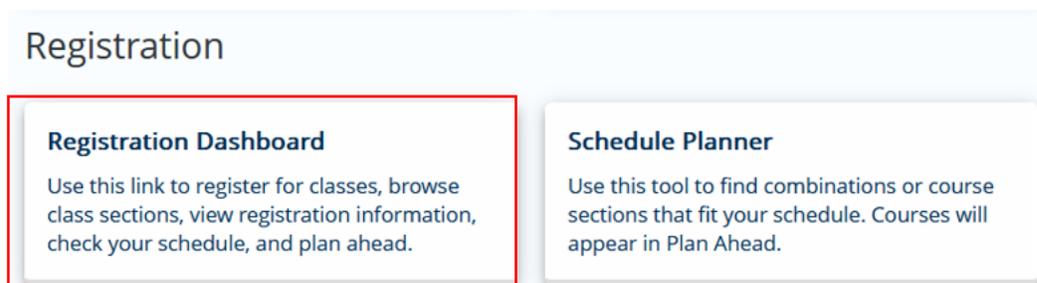
# WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

## PROCESS

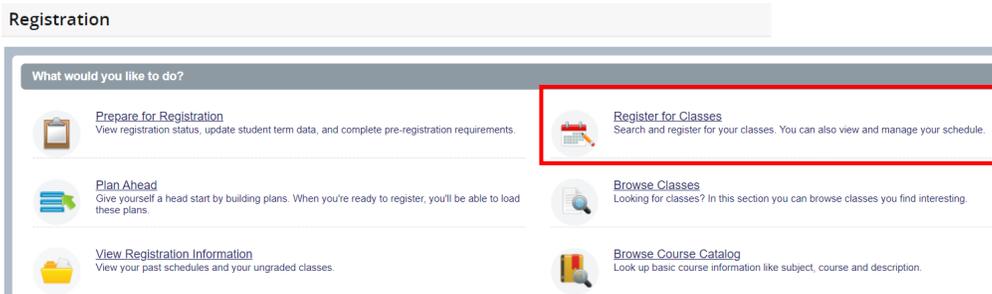
These instructions are used to assist students in navigating through POUNCE to waitlist for a course. Should you need additional assistance, please contact [registrar@augusta.edu](mailto:registrar@augusta.edu).

## WAITLIST INSTRUCTIONS

1. Login to <https://pounce.augusta.edu/> 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”



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.

# WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

## Select a Term

Terms Open for Registration

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”.

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 55 Classes  
Term: Fall 2023 Subject: Art Search Again

13123	ART	1530	A	Three Dimensional Design Lecture/Supervised Lab/Clinic	3	Fall 2023	Bondar, Susanna (Primary)	S   M   T   W   T   F   S   08:30 AM - 11:00 AM Type: Class Building: Warehouse 2 Room: 1025 Start Date: 08/16/2023 End Date: 12/14/2023	Summerville Campus	<b>FULL: 0 of 15 seats remain.</b> 15 of 15 waitlist seats remain.	Core Area F East GA-Transient Eligible Crs Plagiarism prevention is used Stand Course Meeting Exception Technology enhanced	<span>Add</span>
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Schedule | Schedule Details

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			Three Dimensional Design		Three Dimensional Design		
9am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Three Dimensional Design	ART 1530, A	3	13123	Lecture/Supervised Lab/Clinic	Pending	Web Registered
Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	None
Weight Training	WELL 1506, E	0	21968	Lecture	Dropped	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

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”.



# WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE



5/7/2020

Retention Policy Default AU Mailbox Retention (6 months)

Expires 11/3/2020



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 register or drop the course before you are removed from the waitlist.

If you have any holds or receive registration errors (prerequisites required, time conflict, etc.), you must clear the holds and ask your department if permission can be granted for any registration errors received. This must be done and you must 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 waitlist.

Thank you.

Registrar's Office  
Augusta University  
2500 Walton Way, Rains Hall  
Augusta, GA 30904  
Phone: 706-446-1430  
Email: [registrar@augusta.edu](mailto:registrar@augusta.edu)  
Web: <http://www.augusta.edu/registrar>

11. You will have **24 hours** 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.

## REGISTERING FROM THE WAITLIST

1. Login to <https://pounce.augusta.edu/> 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

#### 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”

### Registration

What would you like to do?

 <b>Prepare for Registration</b> View registration status, update student term data, and complete pre-registration requirements.	 <b>Register for Classes</b> Search and register for your classes. You can also view and manage your schedule.
 <b>Plan Ahead</b> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 <b>Browse Classes</b> Looking for classes? In this section you can browse classes you find interesting.
 <b>View Registration Information</b> View your past schedules and your ungraded classes.	 <b>Browse Course Catalog</b> Look up basic course information like subject, course and description.

# WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

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

Continue

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

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Fall 2023

Subject

Course Number

Keyword

Search | Clear | Advanced Search

Schedule | Schedule Details

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			Three Dimensional Design		Three Dimensional Design		
9am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Three Dimensional Design	ART 1530, A	0	13123	Lecture/Super... Lab/Clinic	Waitlisted	None
Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	None
Weight Training	WELL 1506, E	0	21968	Lecture	Dropped	Web Drop

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

\*\*\*Web Registered\*\*

Submit

8. To drop a course, please select “remove” from the action drop down and submit.
9. 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.

# WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

✔ Save Successful

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2023

Subject

Course Number

Keyword

[Advanced Search](#)

Schedule | Schedule Details

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			✔ Three Dimensional Design		✔ Three Dimensional Design		
9am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Three Dimensional Design	ART 1530, A	3	13123	Lecture/Super... Lab/Clinic	Registered	None
Weight Training	WELL 1506, D	0	19706	Supervised Lab/Clinic	Dropped	None
Weight Training	WELL 1506, E	0	21968	Lecture	Dropped	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

## CONTACT

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