


Registration for Academic Advisement Students

Schedule an appointment to meet with your advisor for Next Term Advisement. Your advisor enters your potential courses 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?

- Log into *POUNCE* and click *STUDENT*, then *REGISTRATION*, then *SCHEDULE PLANNER*.
- Select and Save your target term and desired campuses to proceed to the home page.
- For best results, we recommend the following settings (displayed at the top of the Home Page):

Term: Summer or Fall 2018	Campuses: All Campuses
Course Type: Open and Full with Waitlist Open	Parts of Term: All Parts of Term

- **Courses from your JagTrax planner do NOT automatically update to the home page.** To view the courses that were added to your planner, click the *ADD COURSES* button. On that page, select the courses you are interested in taking, click *ADD COURSES* then click *BACK* to return to the home page.
- Click the *OPTIONS* icon  next to a course to refine your target sections. Here, you can choose your section by professor, time, or style (online, in-person, hybrid). Select your desired section and click *SAVE AND CONTINUE*.
 - **Note:** Avoid all sections labeled **XX** or **SA** unless you are a member of the Honors Program (XX) or are attending a Study Abroad trip (SA).
 - If you are registering for co-requisite courses (e.g. BIOL 1107 and BIOL 1107L), you will need to register for them at the same time.
- Click the *ADD BREAK* button to block time you want to be out of class
 - If you have a work schedule or just don't want to be in class at certain times, enter those times and days, name the break, and click *SAVE AND CONTINUE*.
- Click *GENERATE SCHEDULES* to see a list of your potential schedules. Schedule Planner builds your schedules around your desired sections and breaks and informs you of any course/break conflicts.
- Next to each schedule, hover over the magnifying glass icon for a quick glance of the schedule options. Click *VIEW* for a more in-depth picture.
 - Aim for a balanced schedule with time between classes for prep, study, travel, lunch, etc.
- When you have found the schedule you want, click *VIEW* and then click *SEND TO SHOPPING CART* at the top of the page.
 - You can do this as far in advance as you want, the cart will NOT erase itself due to inactivity.
 - **Note: Sending classes to your Shopping Cart does NOT save you a seat in the course.** The cart bookmarks the courses you want to take to make your registration easier.

How do I register for classes?

- Before registration opens, check your Registration Status in *POUNCE* by clicking *STUDENT*, then *REGISTRATION*, then *REGISTRATION STATUS*. Confirm any required permissions for your classes are in place. Address any holds that block your registration.
 - **Note: Your Academic Advisee Hold will NOT block you from registering**
- Confirm seats are still available in your desired classes. You can check the Schedule of Classes at https://pounce.augusta.edu/bprd/web001.pick_term_pub for open seats and section notes.)
- **On your day of registration, log into in POUNCE, and click STUDENT, REGISTRATION, and SCHEDULE PLANNER REGISTRATION CART. Then select the Term and click REGISTER**
 - **Note: If a desired course is full, you will NOT automatically be added to the wait list.** If a wait list is available, the course will display at the bottom of the registration page with an Action Menu next to it. Click the action menu and select ADD TO WAIT LIST and click SUBMIT CHANGES to add yourself to the Wait List.
- If you are registering for Summer and Fall, register for summer first, then fall.

How do I adjust my schedule?

- To drop a registered course:
 - Log into *POUNCE*, click *STUDENT*, then *REGISTRATION*, then *REGISTRATION, ADD OR DROP CLASSES*.
 - Next to the course you wish to drop, click the drop down *ACTION* menu, select *WEB DROP* and then click *SUBMIT CHANGES* at the bottom of the page
 - Be sure to discuss dropping a class with your advisor.
- To add a new course:
 - Log into Schedule Planner using the directions above. Click *CONTINUE PLANNING SCHEDULE* and follow all prompts to get to the home page. Once you are on the Home Page, there will be three sections: *COURSES*, *CURRENT SCHEDULE*, and *SHOPPING CART*.
 - Under *COURSES*, select *ONLY* the course you want to add to your current schedule.
 - Under *CURRENT SCHEDULE* select *ALL* courses.
 - Under *SHOPPING CART*, *deselect* *ALL* courses.
 - Then click *GENERATE SCHEDULES* to proceed with registration as explained on the first page.
 - **Note: If the course was added to your planner after your initial advisement meeting, remember to click the *ADD COURSES* button to see the new course.**
- To replace a registered section:
 - First drop from your current section in *POUNCE*, and then add your new section using Schedule Planner in the directions listed on this page.
 - **Note: If you are trying to replace a lab or lecture portion of a lab science, it is best to contact your advisor.**
 - Be sure to double check the Schedule of Classes before you make any schedule changes. A class with an active wait list may show open seats at times until those on wait list are moved to fill the seats.

If you have questions or need help, stop by Academic Advisement (UH262)