

# How to Register Using Schedule Planner

## Registration for Academic Advisement Students



### Have you been advised?

Schedule an advisement appointment to meet with your advisor Next Term Advisement. During the advisement meeting, your advisor will enter your course options into your JagTrax account, allowing you to registering using Schedule Planner.

## Step 1: Create your schedule.

### 1. Log into Schedule Planner.

- a. Log into **POUNCE**
- b. Click **STUDENT**
- c. Click **REGISTRATION**
- d. Click **SCHEDULE PLANNER** – you will be redirected from Pounce to the planner.

### 2. Select campuses.

- a. **Leave all campuses selected.** You will not be given course options on any campus besides Summerville, Health Sciences Campus, Fort Gordon, and Christenberry Fieldhouse.
  - i. *You may deselect Fort Gordon if you do not have clearance to enter Fort Gordon.*

### 3. Adjust your course settings.

- a. Select the following settings at the top of the homepage:
  - i. **TERM:** Spring 2024
  - ii. **COURSE STATUS:** Open and Full with Wait List Open
  - iii. **CAMPUSES:** All Campuses
  - iv. **PARTS OF TERM:** All Parts of Term

### 4. Add your courses to the homepage.

- a. To view the classes you discussed with your advisor:
  - i. Click **ADD COURSES**
  - ii. Select all courses you wish to generate a schedule with
  - iii. Click **ADD**
  - iv. Click **BACK**

### 5. Select your desired course sections.

- a. Next to each course, click the **OPTIONS** icon.
- b. Select sections that meet your time, location and professor preferences.
  - i. The planner does not show course restrictions and does not update seat availability in live time.
  - ii. You may find it useful to compare the sections listed in Schedule Planner with the times listed in the [Schedule of Classes](#).
  - iii. Make sure to review all pages of course selections.
  - iv. Select 3-4 course sections per course (if applicable).
- c. Click **SAVE AND CONTINUE**

d. Repeat for each course.

## 6. Add a break (OPTIONAL)

- a. Click **ADD BREAK**
- b. Enter the days and times for your break (i.e., set work schedule, reoccurring appointments, etc.)
- c. Click **SAVE AND CONTINUE**

## 7. Generate Schedule Options

- a. Click **GENERATE SCHEDULES**
- b. Hover over the magnifying glass icon next to each schedule option to view the schedule at a glance.
- c. Click **VIEW** next to a schedule for a more in-depth picture of the schedule.
  - i. **Schedule Planner does not account for commute time between campuses and will not prevent you from registering for courses on different campuses.**
    1. From Summerville to Health Science -- allot at least 45 minutes between classes
    2. From Summerville to Christenberry – allot at least 30 minutes between classes
  - ii. You risk being dropped from a course if you are unable to make it to class on time due to insufficient commute time.

## 8. Save your schedule.

- a. Click **SEND TO SHOPPING CART** in the upper-left-hand corner of your preferred schedule.
  - i. The shopping cart **DOES NOT** reserve your place in the course.
  - ii. Sending your schedule to the shopping cart does not register you for class.
  - iii. You must complete registration in Pounce on your registration day.
- b. You will be redirected to **POUNCE**
- c. Click **SAVE**

## 9. Before registration opens, check your registration status.

- a. Log into **POUNCE**
- b. Click **STUDENT**
- c. Click **REGISTRATION MENU**
- d. Click **REGISTRATION INFORMATION**
- e. Check to see if you have any holds that block registration.

## Step 2: Register for the schedule you created.

### 1. Register for your classes

- a. Log into **POUNCE**
- b. Click **STUDENT**
- c. Click **REGISTRATION MENU**
- d. Click **SCHEDULE PLANNER REGISTRATION CART**
- e. **You will be prompted to input your registration PIN to proceed to registration.**
- f. Click **REGISTER**
  - i. You should see **Registered** next to each course you were able to register for.

- ii. If a class is full, a registration add error will display on the bottom of the registration page. If you choose, you can wait list for the course.

## 2. If you need to wait list for a class ...

- a. Log into **POUNCE**
- b. Click **STUDENT**
- c. Click **REGISTRATION MENU**
- d. Click **REGISTER FOR CLASSES**
- e. Click the drop-down action menu next to the course in Pounce Registration.
- f. Select **WAIT LIST**
- g. Click **SUBMIT** at the bottom of the page

## 3. If you receive a registration add error ...

- a. **Pre-Requisite/Test Score Error** – you do not possess the appropriate resource to register for a course (contact your advisor)
- b. **Mutual Exclusion Error** – *if you are trying to register for BIOL 1107, for example, but previously took BIOL 1101, you will receive this error (contact your advisor – permission required)*
- c. **Closed** – this error indicates that the course does not have an open wait list. You will need to choose a different section of the course.

## Step 3: Make adjustments to your registered schedule (if applicable).

### 1. Dropping a registered course

- a. Log into **POUNCE**
- b. Click **STUDENT**
- c. Click **REGISTRATION MENU**
- d. Click **SELECT TERM**
- e. Click **REGISTER FOR CLASSES**
- f. Next to the course you want to drop, click the drop-down menu
- g. Select **WEB DROP**
- h. Click **SUBMIT**

### 2. Changing a course to a different section

- a. Log into **POUNCE**
- b. Click **STUDENT**
- c. Click **REGISTRATION MENU**
- d. Click **SELECT TERM**
- e. Click **REGISTER FOR CLASSES**
- f. Next to the course you want to change, click the drop-down menu
- g. Select **WEB DROP**
- h. Click **SUBMIT**
- i. Log into **SCHEDULE PLANNER**
- j. Check the term on the top right of the page and click **CHANGE** if the incorrect term is displayed
- k. Under **COURSES**, click the options icon next to the course you want to change and select your desired section
- l. Deselect all other options previous checked
- m. Click **SAVE AND CONTINUE**

- n. On the homepage of Schedule Planner, you will see three sections: **COURSES, CURRENT SCHEDULE, and SHOPPING CART**
  - i. Under **COURSES**, select **ONLY** the class you want to add to your schedule and deselect all other courses.
  - ii. Leave **CURRENT SCHEDULE** checked.
  - iii. Uncheck **SHOPPING CART** (this does not drop you from any of your current classes).
- o. Click **GENERATE SCHEDULES**
- p. Click **VIEW** next to your preferred schedule
- q. Click **SEND TO SHOPPING CART**
- r. **You will be prompted to input your registration PIN to proceed to registration.**
- s. Click **REGISTER**

### 3. Adding a new course

- a. Contact your academic advisor to have a new course entered into your planner
- b. Log into **SCHEDULE PLANNER** (see Step 1)
- c. Check the term on the top right of the page and click **CHANGE** if the incorrect term is displayed
- d. In the **COURSES** section, click **ADD COURSE**
- e. Select the newly added course
- f. Click **ADD**
- g. Click **BACK**
- h. On the homepage, you will see three sections: **COURSES, CURRENT SCHEDULE, and SHOPPING CART**
  - i. Under **COURSES**, select **ONLY** the class you want to add to your schedule and deselect all other courses.
  - ii. Leave **CURRENT SCHEDULE** checked.
  - iii. Uncheck **SHOPPING CART** (this does not drop you from any of your current classes).
- i. Click **GENERATE SCHEDULES**
- j. Click **VIEW** next to your preferred schedule
- k. Click **SEND TO SHOPPING CART**
- l. **You will be prompted to input your registration PIN to proceed to registration.**
- m. Click **REGISTER**

### 4. Registering for a wait listed course

- a. If you are able to register for a course you are wait listed for, you will receive an email notification to your AU email informing you that a seat has opened for you to register for.
- b. You have 24 hours from the time that email was sent to register for the course. You will be dropped from the wait list after 24 hours.
  - i. This email **CAN** be sent over the weekend.
- c. To register for a course you were wait listed for:
  - i. Log into **POUNCE**
  - ii. Click **STUDENT**
  - iii. Click **REGISTRATION MENU**
  - iv. Click **REGISTER FOR CLASSES**
  - v. Next to your wait listed course, click the drop-down **ACTION** menu
  - vi. Select **WEB REGISTER**
  - vii. Click **SUBMIT**