

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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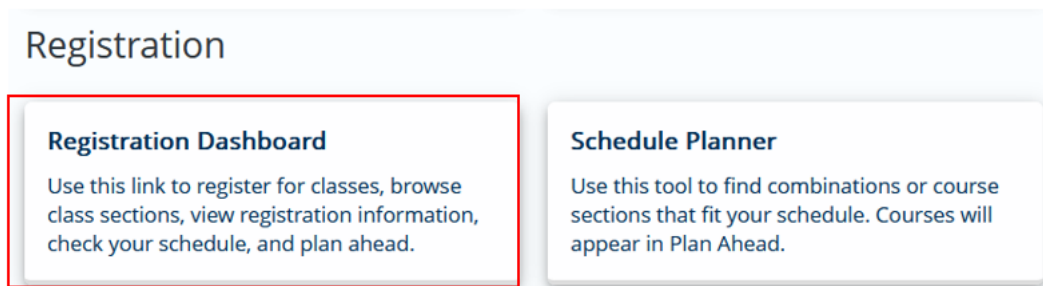
WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

PROCESS

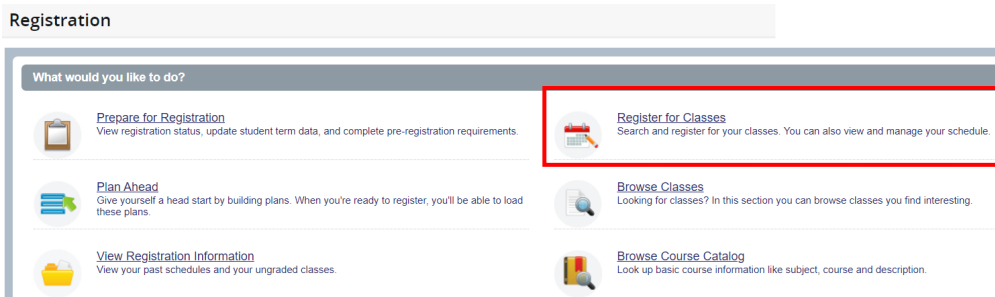
These instructions are used to assist students in navigating through POUNCE to waitlist for a course. Should you need additional assistance, please contact registrar@augusta.edu.

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

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

FULL: 0 of 15 seats remain
15 of 15 waitlist seats remain.

Core Area F
East GA Transient Eligible Crs
Plagiarism prevention is used
Stand Course Meeting Exception
Technology enhanced

Add

Schedule | Schedule Details

Class Schedule for Fall 2023

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

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Three Dimensional Design</u>	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

Expires 11/3/2020

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
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.

HOW TO SEE MY WAITLIST POSITION

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?



Prepare for Registration

View registration status, update student term data, and complete pre-registration requirements.



Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



View Registration Information

View your past schedules and your ungraded classes.



Register for Classes

Search and register for your classes. You can also view and manage your schedule.



Browse Classes

Looking for classes? In this section you can browse classes you find interesting.



Browse Course Catalog

Look up basic course information like subject, course and description.

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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. 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 ⓘ

Term: Spring 2025

Subject

Course Number

Keyword

Campus

Attribute

Instructor

Search Clear Advanced Search

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

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 Room: 1218

Instructor: Butler, Julie (Primary)

CRN: 32258

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles of Biology II	BIOL 1108, F	0	32258	Lecture	Waitlisted	None

8. Click the arrow next to your course.

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

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 Room: 1218

Instructor: Butler, Julie (Primary)

CRN: 32258

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 Listed | Hours: 0 | Level: Undergraduate Semester | Campus: Health Sciences Campus | Schedule Type: Lecture | Instructional Method: Technology enhanced | Grade Mode: Normal **Waitlist Position: 1**

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 Room: 1218

Instructor: Butler, Julie (Primary)

CRN: 32258

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REGISTERING FROM THE WAITLIST

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10. 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.

11. Select “Register for Classes”

Registration

What would 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

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

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

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	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****

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.

[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							
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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

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CONTACT

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