

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 POUNCE using your ID and password. <https://pounce.augusta.edu>
2. Select “Student”.

Personal Information

Student

Register, View your academic records.

Financial Aid

Apply for Financial Aid, review status and loans.

Faculty & Advisors

Enter Grades and Registration Overrides, View Class Lists and Stude

Student Account

Click here to pay acceptance deposits, housing deposits, pay your st

Parking Registration & Permit Payment

Choose a permit and pay for your permit here each semester.

View Your Accepted Promissory Note

Attendance Verification

Verify student attendance in your assigned courses.

NelNet Payment Plan Portal

3. Select “Registration”.

Student

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View your holds, grades, transcripts

Financial Aid

Apply for Financial Aid, review status and loans

JagTrax for Students

Use JagTrax to track your degree progress.

Notice: You will be prompted to log into JagTrax with your NetID and Password upon clicking this link.

Enrollment Certification

Obtain enrollment certification and more at the National Student Clearinghouse

Request CeCredential

Recent graduates may connect to CeCredential TRUST, a division of Paradigm, Inc, to purchase their certified credential from our third party vendor.

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4. Select “Registration, Add or Drop Classes”.

Registration

Select Term

Registration, Add or Drop Classes

Look up Classes

Change Class Options

Week at a Glance

Student Detail Schedule

Withdrawal Information

Registration Status

Active Registration

Concise Course Schedule

Pay Your Bill / View Student Account / Set up eRefund Deposit Information

Click here to pay your bill, view your student account, and set up your eRefund deposit information

Schedule Planner **New!!!**

Create the perfect class schedule.

Schedule Planner Registration Cart

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

5. A drop down will appear. Select the appropriate term and click Submit.

Registration Term

Select a Term:

6. Enter the CRN for which you wish to register.

Add or Drop Classes

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click **Submit Changes**. Always print your schedule to verify accuracy.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Add Classes Worksheet

CRNs

<input type="text" value="29582"/>	<input type="text" value="29586"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Both courses are full so Registration Add Errors are shown. The "Status" shows that 0 students are waitlisted for 29582 and 1 is ahead of you for 29586.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	29582	BIOL	1101	A	Undergraduate Semester	3.000	Normal		Fundamental of Biology
Closed - 1 Waitlisted	None	29586	BIOL	1101L	A	Undergraduate Semester	1.000	Normal		Fundamentals of Biology Laboratory

8. Use the drop-down under Action to place yourself on the waitlist.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	29582	BIOL	1101	A	Undergraduate Semester	3.000	Normal		Fundamental of Biology
Closed - 1 Waitlisted	None Wait Listed	29586	BIOL	1101L	A	Undergraduate Semester	1.000	Normal		Fundamentals of Biology Laboratory

9. 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.

Waitlist Notification for 30049 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
Web: <http://www.augusta.edu/registrar>

10. You will have **24 hours** from the time the email was sent to register through POUNCE before the seat closes to you and move to the next student on the wait list.

11. Login to POUNCE using your ID and password. pounce.augusta.edu

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

12. Select "Student".

Personal Information

Enter your marital status; review name

Student

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Apply for Financial Aid, review status and loans.

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Enter Grades and Registration Overrides, View Class Lists and Student

Student Account

Click here to pay acceptance deposits, housing deposits, pay your student

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Student

Registration

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14. Select "Registration, Add or Drop Classes".

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15. A drop down will appear. Select the appropriate term and click Submit.

Registration Term

Select a Term:

Submit

WAITLISTING: STUDENT INSTRUCTIONS FOR POUNCE

16. Use the drop-down under Action to select “**Web Registered**” and click Submit. This will register you for the course as long as you do not have any registration errors.

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Wait Listed on Jan 17, 2020	None	29586	BIOL 1101L	A	Undergraduate Semester	0.000 Normal	Fundamentals of Biology Laboratory
Wait Listed on Jan 17, 2020	None Web Drop **Web Registered**	29582	BIOL 1101	A	Undergraduate Semester	0.000 Normal	Fundamental of Biology

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jan 17, 2020 10:10 am

Add Classes Worksheet

CRNs								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>						

Note: If you now have holds that prevent registration, you will be unable to register for the course. Any registration errors (prerequisites, corequisites, departmental approval, etc) will prevent registration for the course.

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Wait Listed on Jan 17, 2020	**Web Registered**	29586	BIOL 1101L	A	Undergraduate Semester	0.000 Normal	Fundamentals of Biology Laboratory
Wait Listed on Jan 17, 2020	None	29582	BIOL 1101	A	Undergraduate Semester	0.000 Normal	Fundamental of Biology

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jan 17, 2020 10:15 am

Registration Update Errors

CRN	Subj Crse	Sec	Status
29582	BIOL 1101	A	Corequisite BIOL 1101L required
29586	BIOL 1101L	A	Corequisite BIOL 1101 required

17. Once you have successfully registered for the course(s), your Current Schedule should show ****Web Registered**** as the “Status”.

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jan 17, 2020	None	29586	BIOL 1101L	A	Undergraduate Semester	1.000 Normal	Fundamentals of Biology Laboratory
Web Registered on Jan 17, 2020	None	29582	BIOL 1101	A	Undergraduate Semester	3.000 Normal	Fundamental of Biology

CONTACT

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