

WORKFLOW: INITIATING AN APPEAL TO PARTICIPATE IN COMMENCEMENT IN POUNCE



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

WORKFLOW: INITIATING AN APPEAL TO PARTICIPATE IN COMMENCEMENT IN POUNCE

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PROCESS

Appeals to participate in commencement are initiated via Pounce by student advisors or department chairs. Once submitted, the request is sent via Workflow for approval to the appropriate approvers. Upon final approval, appeals to participate in commencement are processed in the Office of the Registrar within 2-3 business days.

RESPONSIBILITIES

Advisors should complete an appeal to participate in commencement when a student wishes to participate in an earlier commencement than outlined in the Augusta University Commencement Policy.

INSTRUCTIONS

1. Log into Pounce using your NetID and password.

<https://pounce.augusta.edu>.

2. Choose “Faculty Services” from the top menu.



Main Menu

3. Choose “Appeal to Participate in Commencement” from the options.

[Course Substitution](#)

[Appeal to Participate in Commencement](#)

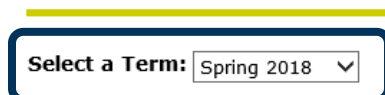
[Exception to Graduation Requirements](#)

RELEASE: 8.8.2.1

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4. Choose the current term then “Submit.”

Select Term

A screenshot of a dropdown menu labeled 'Select a Term:'. The dropdown is open, showing 'Spring 2018' as the selected option. The dropdown is highlighted with a blue box.

Submit

5. Enter the Student ID for the student that you will be submitting an appeal to participate in commencement for, then “Submit.”

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Appeal to Participate in Commencement

Student ID:

Submit

RELEASE: 9.0

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6. Confirm the information listed under “Student Information” is correct. If the information is incorrect, please contact jagtrax@augusta.edu and include the information that needs to be updated.

Student Information

Student ID:

Name:

Expected Grad Date:

Program:

Degree:

Major:

Concentration:

Minor:

Double/Dual:

Catalog Year:

7. Choose the appropriate response for “Graduation Application on File”.

Request Information

Graduation Application on File:

Select Option... ▼

Ceremony Appealing to Walk In:

Select a Term... ▼

Courses Remaining for Completion of Degree Requirements:

Credits Remaining for Completion of Degree Requirements:

Provide a Justification for the appeal:

8. Choose the ceremony term the student is appealing to walk in.

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Request Information

Graduation Application on File:

Ceremony Appealing to Walk In:

Courses Remaining for Completion of Degree Requirements:

Credits Remaining for Completion of Degree Requirements:

Provide a Justification for the appeal:

9. Enter the number of courses remaining for completion of degree requirements.

Request Information

Graduation Application on File:

Ceremony Appealing to Walk In:

Courses Remaining for Completion of Degree Requirements:

Credits Remaining for Completion of Degree Requirements:

Provide a Justification for the appeal:

10. Enter the number of credits remaining for completion of degree requirements.

Request Information

Graduation Application on File:

Ceremony Appealing to Walk In:

Courses Remaining for Completion of Degree Requirements:

Credits Remaining for Completion of Degree Requirements:

Provide a Justification for the appeal:

11. Provide a justification for the appeal.

Request Information

Graduation Application on File:

Ceremony Appealing to Walk In:

Courses Remaining for Completion of Degree Requirements:

Credits Remaining for Completion of Degree Requirements:

Provide a Justification for the appeal:

Please note that ALL questions must be answered in order for the workflow to be submitted!

12. Once submitted, a confirmation of submission will populate.

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Appeal to Participate in Commencement

Graduation Appeal Request Submitted.

13. At this time, the request will move to the first approver.

FREQUENTLY ASKED QUESTIONS

Q: How long does it take to process an appeal to participate in commencement?

A: Once the approved appeal is received by the Registrar's Office, it will be completed within 2-3 business days.

Q: We've always placed the appeal in the student's file. What kind of documentation will this provide?

A: Workflow will "document" each step in the process and the University Administrator and the Registrar's Office will have access to audit the trail.

CONTACT

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