# POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING THE SCHEDULE OF CLASSES





OFFICE OF THE REGISTRAR USER INSTRUCTIONS

# POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING THE SCHEDULE OF CLASSES

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### POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING THE SCHEDULE OF CLASSES

#### **PROCESS**

These instructions will help you navigate through POUNCE to view the schedule of classes.

#### **RESPONSIBILITIES**

Primary faculty are responsible for submitting accurate course information before the deadline each term to insure the schedule of classes in complete and accurate for students.

#### INSTRUCTIONS

- 1. Login to <a href="https://pounce.augusta.edu">https://pounce.augusta.edu</a>.
- 2. Select "Faculty Services" from the top of the page.



#### Main Menu

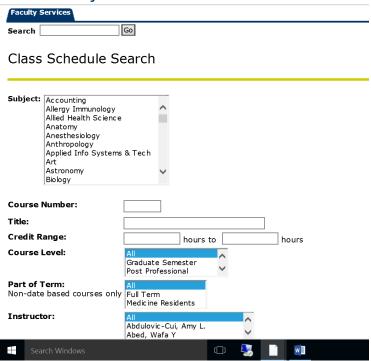
3. Select "Class Schedule".

#### **Faculty Services**

Term Selection **CRN Selection** Faculty Detail Schedule Week at a Glance Detail Class List Summary Class List Final Grades Class Schedule Advisee Grade Summary Faculty Grade Summary Detail Pictorial Class Roll View a detailed class roll with student photos Summary Pictorial Class Roll View your class roll with student photos in "yearbook" s Justification for Incomplete Grade Pictorial Student Directory for Major Attendance Verification Verify student attendance in your assigned courses. Grade Change Course Substitution Paper Form The Course Substitution Workflow is down for updates Appeal to Participate in Commencement **Exception to Graduation Requirements** 

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4. You may then search the Schedule of Classes.



#### **CONTACT**

If you have any additional questions, please contact our office at <a href="mailto:classes@augusta.edu">classes@augusta.edu</a>.