POUNCE: STUDENT INSTRUCTIONS FOR REGISTERING, ADDING OR DROPPING CLASSES

TABLE OF CONTENTS

PROCESS

These instructions are used to assist students in navigating through POUNCE to register for classes or add/drop classes.

INSTRUCTIONS

1. Login to https://pounce.augusta.edu.
2. Select "Student".

Personal Information
Update addresses, contact information or marital status; rev

Student
Register, View your academic records.

Financial Aid
Apply for Financial Aid, review status and loans.

Student Account
Click here to pay acceptance deposits, housing deposits, pay

Parking Registration & Permit Payment
Choose a permit and pay for your permit here each semeste

View Your Accepted Promissory Note

NelNet Payment Plan Portal

3. Select "Registration".

Student

Enrollment Certification
Obtain enrollment certification and more at the Nationa

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 yo

Registration
Check your registration status, class schedule and add o

Student Profile
View all student information at one time.

Student Records
View your holds, grades, transcripts

Request CeCredential
Recent graduates may connect to CeCredential TRUST,

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

Concise Course Schedule

Current Schedule

Look Up Classes

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

Registration, Add or Drop Classes

Registration Status

Schedule Planner

Schedule Planner Registration Cart

Select Term

Student Detail Schedule

Week at a Glance

Withdrawal Information

5. If you receive this, you need to get the PIN from your advisor. Once you have it, enter it and click "Submit".

Alternate PIN Verification

Please enter your Alternate Personal Identification Number (Term PIN) for verification, then click Submit PIN. (See Academic Advisor for your term PIN.)

Alternate PIN: [_____]

[Submit]

6. Select the term you are trying to register for and click "Submit".

Registration Term

Select a Term: [Fall 2021 ⌄]

[Submit]

7. Enter the CRN you wish to add/drop and click "Submit".

Add Classes Worksheet

CRNs

[_____]   [_____]   [_____]

[Submit Changes] [Class Search] [Reset]

8. If there were no issues, your courses will show as "Web Registered" under Status. If there were issues, you should see the error causing the issue below this. See https://www.augusta.edu/registrar/registrationerrormessages.php to determine how to proceed.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 16, 2021	None	18659	BUSA	1105	A	Undergraduate Semester	3.000	Normal	Intro. to Business
Registered on Feb 17, 2021	None	13087	ACCT	2101	A	Undergraduate Semester	3.000	Normal	Prin of Acct I
Web Registered on Mar 10, 2021	None	21250	WELL	1507	G	Undergraduate Semester	1.000	Normal	Jogging
Web Registered on Mar 10, 2021	None	19706	WELL	1506	D	Undergraduate Semester	1.000	Normal	Weight Training

Total Credit Hours: 8.000
Billing Hours: 8.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: May 19, 2021 02:31 pm

⚠ Please note that you have registered for the following two courses which are back to back and on different AU campuses. A schedule adjustment is necessary. To allow for safe travel between campuses, we recommend that courses on different campuses be spaced an hour or more apart.

   Course: 21250 WELL 1507 G   Campus: Health Sciences Campus   Status: **Web Registered**
   Course: 19706 WELL 1506 D   Campus: Forest Hills Campus   Status: **Web Registered**

   Please make an adjustment to your course schedule as soon as possible, as seats in other course sections may fill quickly.

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

[View Holds | Change Class Options]

CONTACT

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