

# **POUNCE: STUDENT INSTRUCTIONS FOR STUDENT PLANNER & STUDENT PLANNER REGISTRATION CART**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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# POUNCE: STUDENT INSTRUCTIONS FOR STUDENT PLANNER & STUDENT PLANNER REGISTRATION CART

## PROCESS

These instructions are used to assist students in navigating through POUNCE to view your weekly schedule at a glance.

## 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 yc

### Registration

Check your registration status, class schedule and add

### 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 “Schedule Planner”.

# POUNCE: STUDENT INSTRUCTIONS FOR STUDENT PLANNER & STUDENT PLANNER REGISTRATION CART

[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](#)

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5. Select the appropriate term and click “Save and Continue”.



**AUGUSTA**  
UNIVERSITY

## Select Term

Term

Spring 2020

Summer 2020

✓ Save and Continue

6. Select the campus(es) for which you wish to register. Click “Save and Continue”.

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Schedule Planner

Help Sign out



## AUGUSTA UNIVERSITY

### Select Campus

- Select All Campuses
- Athens Campus
- Internship
- Main Campus
- Web

Save and Continue

## 7. Select "+ Add Course" Button.

Schedule Planner

Help Sign out



## AUGUSTA UNIVERSITY

Course Status	Open Classes Only	Change	Term	Summer 2020	Change
Campuses	1 of 4 Selected	Change	Parts of Term	All Parts of Term Selected	Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

### Courses

+ Add Course

### Breaks

+ Add Break

Add the courses you wish to take for the upcoming term.

Add times during the day you do not wish to take classes.

### Schedules

Generate Schedules

# POUNCE: STUDENT INSTRUCTIONS FOR STUDENT PLANNER & STUDENT PLANNER REGISTRATION CART

8. Search for the course you would like to add. Click the “+ Add Course Button”. Do the same until you have finished selecting your desired courses



## Add Course

9. If you have a saved plan in JagTrax, you will be able to register from that. Otherwise, you will see the following page when clicking on the JagTrax tab.



## Add Course

10. Once you have finished adding all courses, click the “Back” button. Click “Generate Schedules” to see all available times/days for the course(s) selected.

# POUNCE: STUDENT INSTRUCTIONS FOR STUDENT PLANNER & STUDENT PLANNER REGISTRATION CART

Schedule Planner

Help Sign out



# AUGUSTA UNIVERSITY

Course Status Open Classes Only  Term Summer 2020   
Campuses 1 of 4 Selected  Parts of Term All Parts of Term Selected

**i** Instructions: Add desired courses and breaks and click Generate Schedules button!

## Courses

Select All   
 BIOL 2111 Human Anatomy and Physiology I

## Breaks

**i** Add times during the day you do not wish to take classes.

## Schedules

11. Click "View" to see the times/days of each course.

Schedule Planner

Help Sign out

Course Status Open Classes Only  Term Summer 2020   
Campuses 1 of 4 Selected  Parts of Term All Parts of Term Selected

**i** Instructions: Add desired courses and breaks and click Generate Schedules button!

## Courses

Select All   
 BIOL 2111 Human Anatomy and Physiology I

## Breaks

**i** Add times during the day you do not wish to take classes.

## Schedules

**i** Generated 2 Schedules

1   2111-BIOL-A2

2   2111-BIOL-A



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12. Once you've determined which courses you want based on the schedules shown, click the box next to the correct course(s) and click "Send to Shopping Cart".

Screenshot of the Schedule Planner interface. The top navigation bar includes "Schedule Planner", "Help", and "Sign out". Below the navigation bar, there are buttons for "Back" and "Send to Shopping Cart" (highlighted with a red box). A "Schedule 1 of 2" indicator is also present. The main content area displays a table of course sections:

	CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
<input type="checkbox"/>	30518	A2	BIOL	2111	1	TTh 8:00am - 8:50am	Main Campus	4

Below the table, a weekly schedule view is shown for Monday through Friday. The course BIOL-2111 is listed for Tuesday and Thursday at 8:00am, with the instructor Murphey, Brittany W.

13. Click "Continue" to add the courses to your shopping cart.

Screenshot of the Schedule Planner interface showing a confirmation dialog box. The dialog text reads: "This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?". The dialog has "Cancel" and "Continue" buttons. The background shows the same course selection screen as in the previous screenshot.

14. Return to the Registration menu.

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# POUNCE: STUDENT INSTRUCTIONS FOR STUDENT PLANNER & STUDENT PLANNER REGISTRATION CART

15. Select the appropriate term.

## Registration Term

Select a Term: Summer 2020

Submit

**RELEASE: 8.7.1**

16. Check the appropriate courses in your car and click “Register”.

## Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart.

### Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	30518	BIOL	2111	A2	Human Anatomy & Physiology I -	

Register

Save Cart

Clear Cart

**RELEASE: 8.0.4.1B**

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](mailto:registrar@augusta.edu).