

# INSTRUCTIONS FOR SCHEDULE PLANNER



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

# INSTRUCTIONS FOR VIEWING YOUR SCHEDULE VIA SCHEDULE PLANNER

## TABLE OF CONTENTS

PROCESS .....	2
INSTRUCTIONS .....	2
CONTACT .....	4

# INSTRUCTIONS FOR VIEWING YOUR SCHEDULE VIA SCHEDULE PLANNER

## 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”.
3. Select “View Unofficial Academic Transcript”.

The screenshot shows the POUNCE interface with a navigation bar at the top containing buttons for Student, Registration, Financial Aid, Student Account, and Faculty and Advisors. Below this, the 'Student' section is active, displaying a grid of service tiles. The 'View Unofficial Academic Transcript' tile is highlighted with a red border.

Student	Registration	Financial Aid	Student Account	Faculty and Advisors
<b>Student</b>				
<b>Enrollment Certification - myHub</b> Obtain enrollment certification and more at the National Student Clearinghouse myHub portal.	<b>JagTrax for Students</b> View and plan your degree progress.	<b>Parking Registration &amp; Permit Payment</b> Choose a permit and pay for your permit here each semester.		
<b>Personal Information</b> Update addresses, contact information or marital status.	<b>Request Official Transcripts</b> Transcripts requested in POUNCE are sent standard mail, and there is no charge.	<b>Review Action Items</b> Review items that need your attention. Some of these may prohibit registration.		
<b>Student Health Insurance Waiver</b> This is only for students who are included in student health insurance enrollment.	<b>Student Immunization Information</b> Enter and submit immunization information.	<b>View Grades</b> View grades by term and level, or across terms, or across levels.		
<b>View Status of Transcript Requests</b> View order date of transcripts.	<b>View Unofficial Academic Transcript</b> View your Unofficial Academic Transcript			

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

# INSTRUCTIONS FOR VIEWING YOUR SCHEDULE VIA SCHEDULE PLANNER

Schedule Planner

Help Sign out



**AUGUSTA**  
UNIVERSITY

## Select Term

Term

Spring 2020

Summer 2020

Save and Continue

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

Schedule Planner

Help Sign out



**AUGUSTA**  
UNIVERSITY

## Select Campus

Select All Campuses

Athens Campus

Internship

Main Campus


Web

Save and Continue

3. Select “+ Add Course” Button.

# INSTRUCTIONS FOR VIEWING YOUR SCHEDULE VIA SCHEDULE PLANNER

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

4. 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.

Schedule Planner Help Sign out

## Add Course

By Subject JagTrax

Subject:

Course:

Back + Add Course

Desired Courses Shopping Cart

*BIOL 2112 Human Anatomy and Physiology II*

5. 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.

# INSTRUCTIONS FOR VIEWING YOUR SCHEDULE VIA SCHEDULE PLANNER

Schedule Planner Help Sign out

## Add Courses for Spring 2024

By Subject **JagTrax** By CRN Search By Section Attribute Search by Course Attribute

Desired Courses Current Schedule Shopping Cart

**i** ART 2010  
The Marvel of Art **x**


Subject

Course

**< Back** **+ Add Course**

6. 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.

Schedule Planner Help Sign out



# AUGUSTA UNIVERSITY

Course Status  **Change** Term  **Change**

Campuses  **Change** Parts of Term  **Change**

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

## Courses

**+ Add Course**

Select All **x**

BIOL 2111  
Human Anatomy and Physiology I **Options** **i** **x**

**Prerequisites**

## Breaks

**+ Add Break**

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

## Schedules

**Generate Schedules**

7. Click “View” to see the times/days of each course.

# INSTRUCTIONS FOR VIEWING YOUR SCHEDULE VIA SCHEDULE PLANNER

The screenshot shows the 'Schedule Planner' interface. At the top, there are filters for 'Course Status' (Open Classes Only), 'Term' (Summer 2020), 'Campuses' (1 of 4 Selected), and 'Parts of Term' (All Parts of Term Selected). A yellow notification box says 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below are sections for 'Courses' (with a '+ Add Course' button) and 'Breaks' (with a '+ Add Break' button). The 'Courses' section shows 'BIOL 2111 Human Anatomy and Physiology I' selected. A 'Schedules' section has a 'Generate Schedules' button. A green notification box says 'Generated 2 Schedules'. Below this, two schedule options are listed: 'View 1' for '2111-BIOL-A2' and 'View 2' for '2111-BIOL-A'. The 'View 1' link is highlighted with a red box.

8. 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".

The screenshot shows the 'Schedule Planner' interface with a course selected. At the top, there are 'Schedule Planner', 'Help', and 'Sign out' links. Below are 'Back' and 'Send to Shopping Cart' buttons. The 'Send to Shopping Cart' button is highlighted with a red box. A table shows the course details:

CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
30518	A2	BIOL	2111	1	TTh 8:00am - 8:50am	Main Campus	4

Below the table is a 'Prerequisites' section. A green box highlights the 'Send to Shopping Cart' button. Below the table is a schedule grid showing the course 'BIOL-2111' on Tuesday and Thursday from 8:00am to 8:50am.

9. You will now need to return to the Student Dashboard in POUNCE and click the "Registration Dashboard to register for your selected schedule.

# INSTRUCTIONS FOR VIEWING YOUR SCHEDULE VIA SCHEDULE PLANNER

## CONTACT

If you have any additional questions, please contact our office at [registrar@augusta.edu](mailto:registrar@augusta.edu).