

ACCESSING THE ADVISING STUDENT PROFILE



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

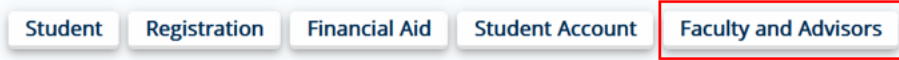
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ACCESSING THE ADVISING STUDENT PROFILE

ACCESSING THE ADVISING STUDENT PROFILE

1. Log in to POUNCE Test: <https://pouncetest.augusta.edu>
2. Select “Faculty and Advisors” from the top of the page.



3. Select “Faculty and Advisors Dashboard”.

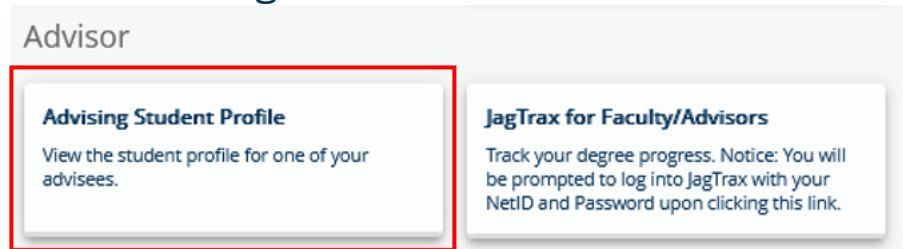
Faculty and Advisors



4. Select “Advisor”.



5. Select “Advising Student Profile”.



6. After logging in again. Select a student.

ADVISEE SEARCH

ADVISEE SEARCH BY STUDENT ID

7. You can use the student’s ID #, if you know it.

ACCESSING THE ADVISING STUDENT PROFILE

Advising » Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall 2018 15-AUG-2018 - 13-DEC-2018

View advisee listing, or search by

- Student ID
- Student Email
- Student Name

Student ID
912100730

Augustus Metzres

[View Profile](#) [View My Advisee Listing](#)

Getting Started

Advisee Search

Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.

ACCESSING THE ADVISING STUDENT PROFILE

ADVISEE SEARCH BY STUDENT EMAIL

8. You can also search by email (such as augmetress@augusta.edu).

The screenshot shows the 'Advisee Search' page. At the top, there is a breadcrumb 'Advising > Advisee Search'. Below it, the page title is 'Advisee Search'. The main content area has a header 'Change term, search for a student, or view your advisee listing'. Under 'Term', a dropdown menu is set to 'Summer 2020 18-MAY-2020 - 27-JUL-2020'. Under 'View advisee listing, or search by', three radio buttons are present: 'Student ID', 'Student Email' (which is selected), and 'Student Name'. Below these, there is a text input field for 'Student Email' and two buttons: 'View Profile' and 'View My Advisee Listing'. On the right side, there is a 'Getting Started' tab and an 'Advisee Search' section with a paragraph of instructions: 'Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.'

ADVISEE SEARCH BY STUDENT NAME

9. You can search by Student Name (the easiest option unless you have the ID).

This screenshot is identical to the one above, but the 'Student Name' radio button is selected. The 'Student Name' text input field contains the text 'Search Summer 2020 18-MAY-2020 - 27-JUL-2020'. A blue callout box points to the 'Student Name' radio button with the text: 'Enter student name below. Only eligible advisees for the selected term are available.'

This screenshot is identical to the one above, but the 'Student Name' text input field now contains 'Metress, Augustad'. A dropdown menu is open below the input field, showing a search result for 'Metress, Augustad' with details: 'Metress, Augustad', 'ID: 912100730', and 'Email: register@augusta.edu'. A blue callout box points to the dropdown menu with the text: 'To search for a student enter their name: Last, First Middle e.g. Smith, John Martin'. Below the dropdown, there is a message: 'My student isn't listed. Select this to search all terms.'

ACCESSING THE ADVISING STUDENT PROFILE

ADVISEE SEARCH BY ADVISEE LISTING

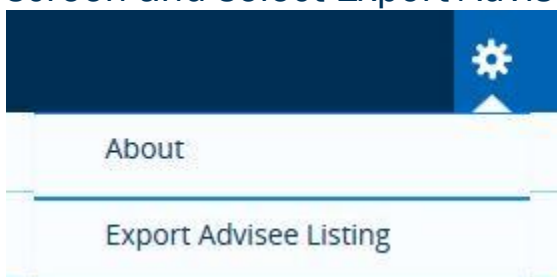
10. You can search by your advisee listing. Although, this may be cumbersome depending upon your number of advisees.

Note: Advisees will only be listed if assigned in Banner.

Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Primary Advisor	Advisor Type	Campus
Melissa Augustus 912100730 View Profile	BSK-Kinesiology	Kinesiology	Good Standing	Active	New Freshman				Main Campus

Name and ID	Its	Primary Advisor	Advisor Type	Campus	Admit Type	Admit Term	Catalog Term	Minor	Concentration	College
Melissa Augustus 912100730 View Profile				Main Campus	Traditional Fresh...	Fall 2018	Fall 2018			College of Education

To export your list of advisees into Excel, click Settings on the top right of your screen and select Export Advisee Listing.



ACCESSING THE ADVISING STUDENT PROFILE

STUDENT PROFILE

This is the main page of the student profile. At a glance, you will see biographical, general, advising, and academic information.

Advising > Advisee Search > Student Profile

Student Profile - Augustus Metress (912100730)

Term: Fall 2018 08/15/2018 - 12/13/2018 Standing: Good Standing, as of Fall 2018 Overall Hours: 25 Overall GPA: 2.42 Registration Notices: 4 Holds: 4

Bio Information
Email: ajmetress@augusta.edu
Phone: 709.445.1430
Gender: Male
Date of Birth: 01/01
Ethnicity: Not Hispanic or Latino
Race: Asian or Pacific Islander
Citizen: Yes
Citizenship: U.S. Citizen
Emergency Contact: Metress, Dip
Emergency Phone: 709.445.1430

General Information
Level: Undergraduate Semester
Class: Freshman-Semester
Status: Active
Student Type: New Freshman
Residency: In State Resident
Campus: Main Campus
First Term Attended: Fall 2018
Matriculated Term: Fall 2018
Last Term Attended: Spring 2019

Primary Academic Advisement Center
[Mrs. Shannon R. Hunt](#)
[Mr. Justin A. Clifton](#)

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science in Kines	
Level:	Undergraduate Semester	
Program:	BSK-Kinesiology	
College:	College of Education	
Major:	Kinesiology	
Department:	Kinesiology	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Traditional Freshman	
Admit Term:	Fall 2018	
Catalog Term:	Fall 2018	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
College Algebra	MATH 1111 A	12815	3	**Registered**	Rahaf Zaid Abdelhag
College Composition I	ENGL 1101 A	13601	3	**Registered**	Dr. Michele W. Kallher
Introduction to General Psychology	PSYC 1101 A	17859	3	**Registered**	Michael E. Stefanak

Total Hours | Registered Hours: 9 | Billing Hours: 9 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

INFORMATION BAR

Term Academic Overall Overall Registration Hol

Advising > Advisee Search > Student Profile

Student Profile - Augustus Metress (912100730)

Term: Fall 2018 08/15/2018 - 12/13/2018 Standing: Good Standing, as of Fall 2018 Overall Hours: 25 Overall GPA: 2.42 Registration Notices: 4 Holds: 4

Bio Information
Email: ajmetress@augusta.edu
Phone: 709.445.1430
Gender: Male
Date of Birth: 01/01
Ethnicity: Not Hispanic or Latino
Race: Asian or Pacific Islander
Citizen: Yes
Citizenship: U.S. Citizen
Emergency Contact: Metress, Dip
Emergency Phone: 709.445.1430

General Information
Level: Undergraduate Semester
Class: Freshman-Semester
Status: Active
Student Type: New Freshman
Residency: In State Resident
Campus: Main Campus
First Term Attended: Fall 2018
Matriculated Term: Fall 2018
Last Term Attended: Spring 2019

Advisors
Primary Academic Advisement Center
[Mrs. Shannon R. Hunt](#)
[Mr. Justin A. Clifton](#)

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science in Kines	
Level:	Undergraduate Semester	
Program:	BSK-Kinesiology	
College:	College of Education	
Major:	Kinesiology	
Department:	Kinesiology	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Traditional Freshman	
Admit Term:	Fall 2018	
Catalog Term:	Fall 2018	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
College Algebra	MATH 1111 A	12815	3	**Registered**	Rahaf Zaid Abdelhag
College Composition I	ENGL 1101 A	13601	3	**Registered**	Dr. Michele W. Kallher
Introduction to General Psychology	PSYC 1101 A	17859	3	**Registered**	Michael E. Stefanak

Total Hours | Registered Hours: 9 | Billing Hours: 9 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

This is the term selected on the Advisee Search page.

Term: Student 2018 08/15/2018 - 12/13/2018

Standing

This is the academic standing for the term selected.

Standing: Good Standing, as of Fall 2018

Overall Hours

ACCESSING THE ADVISING STUDENT PROFILE

The student's current overall hours.

Overall Hours: 25







Overall GPA

The student's current overall GPA.

Overall GPA: 2.42

Registration Notices

Provides overall academic standing with registration eligibility, student status with registration eligibility, enrollment status with registration eligibility and the student's PIN (if assigned).

Registration Notices: 4	Holds: 4	Registration Notices: 4	Holds: 4
 Overall Academic Standing <i>Good Standing</i> <i>Permits Registration</i>		 Overall Academic Standing <i>Good Standing</i> <i>Permits Registration</i>	
 Student Status <i>Active</i> <i>Permits Registration</i>		 Student Status <i>Active</i> <i>Permits Registration</i>	
 Enrollment Status <i>Permits Registration</i>		 Enrollment Status <i>Permits Registration</i>	
Registration PIN Assigned <i>No Pin Assigned</i>		Registration PIN Assigned <i>Student PIN: 12345</i>	

Holds

Any active holds with a reason (if entered) and the processes affected.

Note: You must be assigned as student's advisor in Banner to view holds.

ACCESSING THE ADVISING STUDENT PROFILE

Registration Notices: **3** | Holds: **4**

Academic Advisement Advisee ▲

Processes Affected: *Registration*

Auto Business Office ▲

Processes Affected: *Registration, Accounts Receivable*

Student Health Immunization ▲

Processes Affected: *Registration*

⚠ Some holds are sensitive and may not be displayed.

BIO INFORMATION

Bio information includes the student's:

1. Email
2. Phone
3. Gender
4. Date of Birth
5. Ethnicity
6. Race
7. Citizen Status
8. Country of Citizenship
9. Emergent
10. Em

Bio Information

Email: registrar@augusta.edu

Phone: 706 4461430

Gender: Male

Date of Birth: 01/01

Ethnicity: Not Hispanic or Latino

Race: Asian or Pacific Islander

Citizen: Yes

Citizenship: U.S. Citizen

Emergency Contact: Metress, Dip

Emergency Phone: 706 4461430

Advising > Advisee Search > Student Profile

Student Profile - Augustus Metress (912100730)

Item: Fall 2019 90152019 - 10152019

Good standing, as of Fall 2019

Overall Hours: 22 | Overall GPA: 2.42

Registration Notices: 4 | Holds: 4

Bio Information

Email: registrar@augusta.edu

Phone: 706 4461430

Gender: Male

Date of Birth: 01/01

Ethnicity: Not Hispanic or Latino

Race: Asian or Pacific Islander

Citizen: Yes

Citizenship: U.S. Citizen

Emergency Contact: Metress, Dip

Emergency Phone: 706 4461430

General Information

Level: Undergraduate Semester

Class: Freshman-Semester

State: Active

Student Type: Non-Enrichment

Residency: In State Resident

Campus: Main Campus

First Term Attended: Fall 2019

Matriculated Term: Fall 2019

Last Term Attended: Spring 2019

Advisors

Primary: [Nels Shannon S. Hill](#)

Academic: [Advisement Center](#)

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science in Kines	
Level:	Undergraduate Semester	
Program:	BSK Kinesiology	
College:	College of Education	
Major:	Kinesiology	
Department:	Kinesiology	
Concentration:	Not Provided	
Minor:	Not Provided	
Coincentration:	Not Provided	
Advis Type:	Traditional Freshman	
Advis Term:	Fall 2019	
Catalog Term:	Fall 2019	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
College Algebra	MATH 1111.A	12810	3	"Registered"	Rahel Zaid-Sabbah
College Composition I	ENGL 101.A	12601	3	"Registered"	Dr. Elnora W. Kullber
Introduction to General Psychology	PSYC 101.A	17829	3	"Registered"	Michael E. Bostons

Total Hours: Registered Hours: 9 | Billing Hours: 9 | CEU Hours: 0 | Btu Hours: 0 | Max Hours: 10

ACCESSING THE ADVISING STUDENT PROFILE

GENERAL INFORMATION

General information includes the student's:

1. Student Level
2. Class Level
3. Student Status
4. Student Type
5. Residency/Tuition Classification Status
6. Campus
7. First Term Attended
8. Last Term Attended

General Information

Level:	Undergraduate Semester
Class:	Freshman-Semester
Status:	Active
Student Type:	New Freshman
Residency:	In State Resident
Campus:	Main Campus
First Term Attended:	Fall 2018
Matriculated Term:	Fall 2018
Last Term Attended:	Spring 2019

Bio Information

General Information

Advisors

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science in Kines	
Level:	Undergraduate Semester	
Program:	BK-Kinesiology	
College:	College of Education	
Major:	Kinesiology	
Department:	Kinesiology	
Concentration:	Not Provided	
Minor:	Not Provided	
Admit Term:	Traditional Freshman	Fall 2018
Catalog Term:	Fall 2018	

Course Title	Details	CRN	Hours	Registration Status	Instructor
College Algebra	MATH 1111 A	12815	3	**Registered**	Rahaf Zaid Abdelhag
College Composition I	ENGL 1101 A	13601	3	**Registered**	Dr. Monica W. Kallher
Introduction to General Psychology	PSYC 1101 A	17859	3	**Registered**	Michael E. Stefans

Total Hours: 9 | Registered Hours: 9 | Billing Hours: 9 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 10

ADVISORS

The Advisors section provides the name and email link for the student's advisors, as assigned in Banner.

Advisors

Primary

Academic Advisement Center

[Mrs Shannon R Hink](#)

[Mr Justin A Clifton](#)

Bio Information

General Information

Advisors

Primary	Secondary	Hours & GPA
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Term:	Traditional Freshman	Fall 2018
Catalog Term:	Fall 2018	

Course Title	Details	CRN	Hours	Registration Status	Instructor
College Algebra	MATH 1111 A	12815	3	**Registered**	Rahaf Zaid Abdelhag
College Composition I	ENGL 1101 A	13601	3	**Registered**	Dr. Monica W. Kallher
Introduction to General Psychology	PSYC 1101 A	17859	3	**Registered**	Michael E. Stefans

Total Hours: 9 | Registered Hours: 9 | Billing Hours: 9 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 10

ACCESSING THE ADVISING STUDENT PROFILE

CURRICULUM, HOURS, & GPA

The Curriculum, Hours & GPA section provides:

1. Primary & secondary program information.
2. Registered course information.
3. Institutional, Transfer, and Overall Earned Hours and GPAs.

Primary Curriculum

CURRICULUM, HOURS & GPA	
Primary	Secondary
Degree:	Bachelor of Science in Kines
Level:	Undergraduate Semester
Program:	BSK-Kinesiology
College:	College of Education
Major:	Kinesiology
Department:	Kinesiology
Concentration:	Not Provided
Minor:	Not Provided
Concentration:	Not Provided
Admit Type:	Traditional Freshman
Admit Term:	Fall 2018
Catalog Term:	Fall 2018

Secondary Curriculum

CURRICULUM, HOURS & GPA	
Primary	Secondary
Degree:	Cert of Less than One Yr
Level:	Undergraduate Semester
Program:	Cyber Defender
College:	School of Comp & Cyber Science
Major:	Cyber Defender
Department:	Cyber Science/Engineering
Concentration:	Not Provided
Minor:	Not Provided
Concentration:	Not Provided
Admit Type:	Not Provided
Admit Term:	Fall 2018
Catalog Term:	Fall 2018

Hours & GPA

CURRICULUM, HOURS & GPA			
Primary	Secondary	Hours & GPA	
Level	Type	Earned Hours	GPA
Undergraduate Semester	Institution	22	2.54
Undergraduate Semester	Transfer	3	2.00
Undergraduate Semester	Overall	25	2.42

ACCESSING THE ADVISING STUDENT PROFILE

PRIOR EDUCATION AND TESTING

The Prior Education and Testing link gives you access to the student's High School, Previous College/University, and Testing information.


PRIOR EDUCATION				
Secondary Education				
School Name	Graduation Date	Location	GPA	
Glascock County School	05/10/2014	Gibson, GA, United States of ...	4.0	
Post Secondary Education				
School Name	Degree Description/Year	Attended Dates	Reported Hours	GPA
Augusta Technical College	No Degree/GPA	01/01/2018 - 05/10/2018		
TESTING				Records 1
Description	Score	Date	Source	
SAT Composite	1450	01/25/2014		



Advising > Advisee Search > Student Profile

Student Profile - Augustus Metress (912100730)

Term: Fall 2018 08/15/2018 - 12/13/2018 | Standing: Good Standing, as of Fall 2018 | Overall Hours: 25 | Overall GPA: 2.42 | Registration Notices: 4 | Holds: 4



Bio Information
Email: 912100730@augusta.edu
Phone: 706.446.1430
Gender: Male
Date of Birth: 01/01
Ethnicity: Not Hispanic or Latino
Race: Asian or Pacific Islander
Citizen: Yes
Citizenship: U.S. Citizen
Emergency Contact: Metress, Dip
Emergency Phone: 706.446.1430

General Information
Level: Undergraduate Semester
Class: Freshman-Semester
Status: Active
Student Type: New Freshman
Residency: In State Resident
Campus: Main Campus
First Term Attended: Fall 2018
Matriculated Term: Fall 2018
Last Term Attended: Spring 2019

Advisors
Primary: [Mr. Shannon R. Sims](#)
Academic Advisement Center: [Mr. Justin A. Clifton](#)

PRIOR EDUCATION

Secondary Education				
School Name	Graduation Date	Location	GPA	
Glascock County School	05/10/2014	Gibson, GA, United States of ...	4.0	
Post Secondary Education				
School Name	Degree Description/Year	Attended Dates	Reported Hours	GPA
Augusta Technical College	No Degree/GPA	01/01/2018 - 05/10/2018		
TESTING				Records 1
Description	Score	Date	Source	
SAT Composite	1450	01/25/2014		

Curriculum and Courses
Prior Education and Testing
Additional Links
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JagTrax
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ACCESSING THE ADVISING STUDENT PROFILE

ADDITIONAL LINKS VIEW GRADES


View Grades takes you to view the student's grades. You can view by term, all terms, or student level.

Note: You must be assigned as the student's advisor in Banner to view grades.

Advising • [Advisee Search](#) • Student Profile

Student Profile - Augustus Me

Term: Fall 2018 08/15/2018 - 12/13/2018



Augustus Metress

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
 - View Grades**
 - JagTrax
 - Navigate
 - Registrar's Office Forms

View Grades

Student Grades - Augustus Metress (912100730)

All Terms Undergraduate Semester

GPA Summary View Details

All Terms	2.54	Institutional	Transfer	2.54	Overall
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Course Work

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned H...	GPA Hours	Quality Points	CRN	Term	Action
HST 212, WE3	United States since 1877	WEB			3.000				30032	Summer 2019	
POLS 1101, WE3	Intro to American Govt	WEB			3.000				31582	Summer 2019	
ART 1002, WE4	Photography I For Non-Art Mj.	WEB			3.000				31594	Summer 2019	
ANTH 1102, A2	Introductory Anthropology	M			3.000				31843	Summer 2019	
MATH 2216, A	Elementary Statistics	M		D	3.000	3.000	3.000	3.00	23825	Spring 2019	
ENGL 1102, A	College Composition II	M		A	3.000	3.000	3.000	12.00	24223	Spring 2019	
BIOL 1102, A	Environmental Biology	M		C	4.000	4.000	4.000	8.00	24305	Spring 2019	
SOCI 1101, A	Introduction to Sociology	M		C	3.000	3.000	3.000	6.00	28473	Spring 2019	

ACCESSING THE ADVISING STUDENT PROFILE


JAGTRAX

The JagTrax link will allow you to log into JagTrax. You must then navigate to the student's audit.

Advising • [Advisee Search](#) • Student Profile

Student Profile - Augustus Me

Term: Fall 2018 08/15/2018 - 12/13/2018



Augustus Metress

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- View Grades
- JagTrax**
- Navigate
- Registrar's Office Forms



The image shows the JagTrax login page. At the top, there is a navigation bar with the JagTrax logo and several menu items: 'JAG', 'Student ID', 'Name', 'ID', 'Degree', 'Title', 'Section Management', 'Enrollment Management', 'Enrollment Audit', 'Enrollment Management', 'Print', and 'Log Out'. Below the navigation bar, there are several tabs: 'Workbooks', 'Classes', 'Plans', 'Notes', 'Institutions', 'Exceptions', 'LDRS', and 'Address'. The main content area is titled 'Student Instructions' and contains several bullet points. To the right of the instructions, there is a small image of a building at night.


NAVIGATE

Advisors will be able to log into Navigate from here. You must then look the student's information up.

Advising • [Advisee Search](#) • Student Profile

Student Profile - Augustus Me

Term: Fall 2018 08/15/2018 - 12/13/2018



Augustus Metress

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- View Grades
- JagTrax
- Navigate**
- Registrar's Office Forms

ACCESSING THE ADVISING STUDENT PROFILE


REGISTRAR'S OFFICE FORMS

Students, Faculty, and Advisors will be able to access the Registrar's Office forms directly from the Student Profile!

Advising • [Advisee Search](#) • [Student Profile](#)

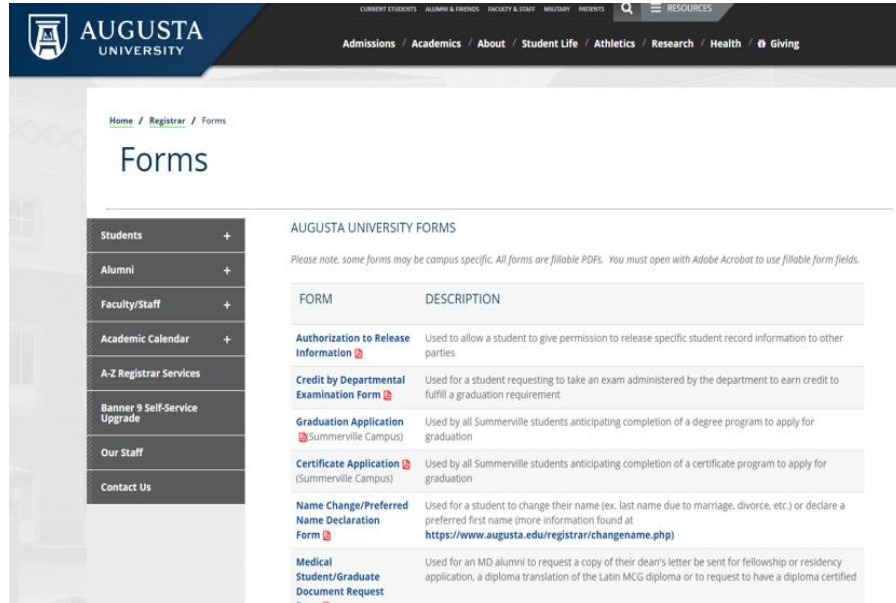
Student Profile - Augustus Me

Term: Fall 2018 08/15/2018 - 12/13/2018



[Augustus Me](#)

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
 - View Grades
 - JagTrax
 - Navigate
 - Registrar's Office Forms**



Home / Registrar / Forms

Forms

AUGUSTA UNIVERSITY FORMS

Please note, some forms may be campus specific. All forms are fillable PDFs. You must open with Adobe Acrobat to use fillable form fields.

FORM	DESCRIPTION
Authorization to Release Information	Used to allow a student to give permission to release specific student record information to other parties
Credit by Departmental Examination Form	Used for a student requesting to take an exam administered by the department to earn credit to fulfill a graduation requirement
Graduation Application (Summerville Campus)	Used by all Summerville students anticipating completion of a degree program to apply for graduation
Certificate Application (Summerville Campus)	Used by all Summerville students anticipating completion of a certificate program to apply for graduation
Name Change/Preferred Name Declaration Form	Used for a student to change their name (ex. last name due to marriage, divorce, etc.) or declare a preferred first name (more information found at https://www.augusta.edu/registrar/changename.php)
Medical Student/Graduate Document Request	Used for an MD alumni to request a copy of their dean's letter be sent for fellowship or residency application, a diploma translation of the Latin MCG diploma or to request to have a diploma certified