

POUNCE: FACULTY/STAFF INSTRUCTIONS FOR STUDENT ACADEMIC TRANSCRIPT



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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PROCESS

These instructions will help you navigate through POUNCE to view student academic transcripts.

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Faculty Services” from the top of the page.

Faculty Services

Search

Main Menu

3. Select “Advisor Menu”.

Faculty Services

Student Information Menu

Term Selection

CRN Selection

Faculty Detail Schedule

Week at a Glance

Detail Class List

Summary Class List

Final Grades

Look Up Classes

Advisor Menu

Assignment History

Class Schedule

Course Catalog

Office Hours

Advisee Grade Summary

Faculty Grade Summary

View/Release Holds

Release holds from students/advisees assigned to you.

Role Selection

Choose Faculty or Advisor role. Only affects View/Release Holds.

Detail Pictorial Class Roll

View a detailed class roll with student photos

4. Select “Student Academic Transcript”.

Faculty & Advisors M

Term Selection

ID Selection

Student Academic Transcript

View Student Information

JagTrax for Faculty/Advisors

Use JagTrax to track your degree progress.

Notice: You will be prompted to log into Jag

Advising Student Profile

5. Enter the student ID number or the name of student and submit.

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 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

6. Select “Display Transcript” and it will populate an unofficial academic summary for the student.

CONTACT

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