



OFFICE OF THE REGISTRAR USER INSTRUCTIONS

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ACCESSING THE ADVISING STUDENT PROFILE

- 1. Log in to POUNCE: https://pounce.augusta.edu
- 2. Click the Faculty Services tab at the top.

Faculty Service	ces
Search	Go

Main Menu

3. Click the 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 Advisor Menu Assignment History Class Schedule Advisee Grade Summary Faculty Grade Summary Detail Pictorial Class Roll View a detailed class roll with student photos Summary Pictorial Class Roll View your class roll with student photos in "yearbook" style. Justification for Incomplete Grade Pictorial Student Directory for Major Attendance Verification Verify student attendance in your assigned courses. Grade Change Course Substitution Paper Form The Course Substitution Workflow is down for updates and maint Appeal to Participate in Commencement Exception to Graduation Requirements

4. Click the Advising Student Profile.

Faculty & Advisors Menu

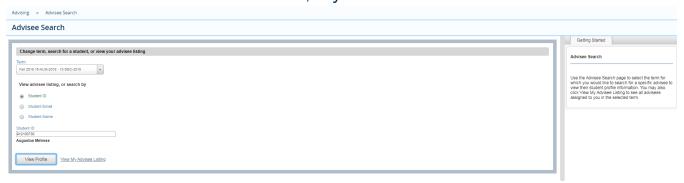
RELEASE: 8.9.1

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 JagTrax with
Advising Student Profile

ADVISEE SEARCH

ADVISEE SEARCH BY STUDENT ID

5. You can use the student's ID #, if you know it.



ADVISEE SEARCH BY STUDENT EMAIL

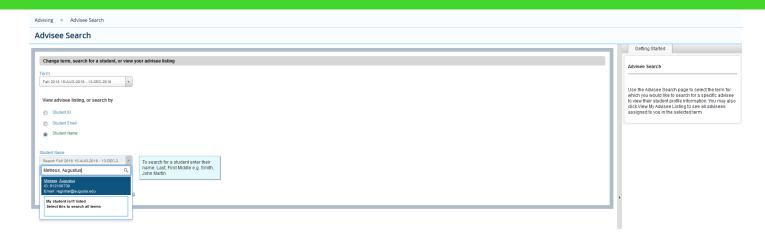
6. You can also search by email (such as augmetress@augusta.edu).



ADVISEE SEARCH BY STUDENT NAME

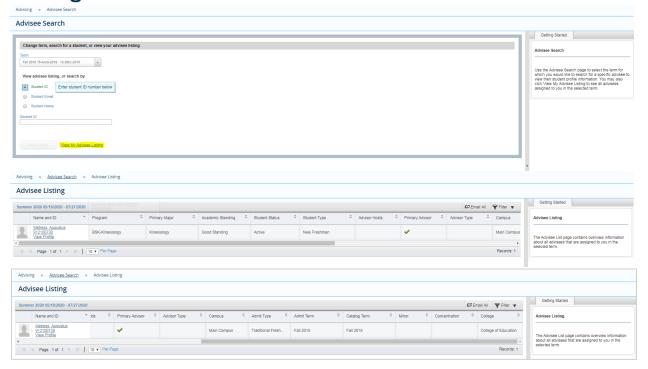
7. You can search by Student Name (the easiest option unless you have the ID).





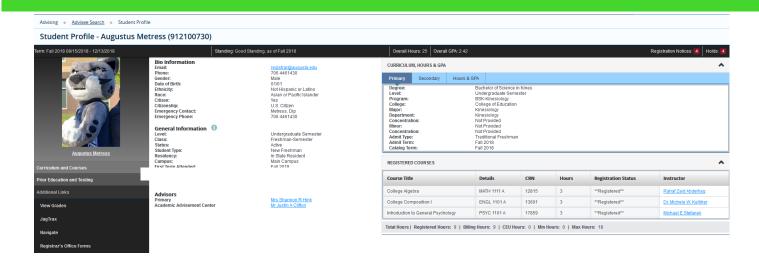
ADVISEE SEARCH BY STUDENT LISTING

8. 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.**

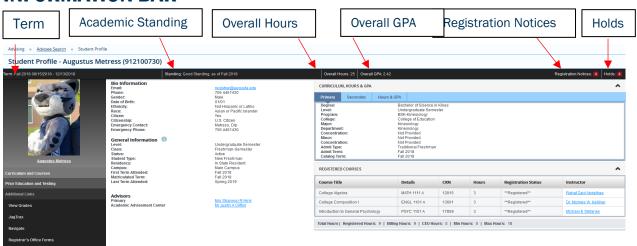


STUDENT PROFILE

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



INFORMATION BAR



Term

This is the term selected on the Advisee Search page.

Term: Fall 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

The student's current overall hours.

Overall Hours: 25

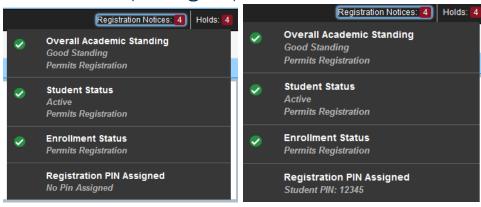
Overall GPA

The student's current overall GPA.

Overall GPA: 2.42

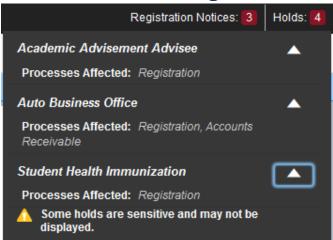
Registration Hours

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



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.

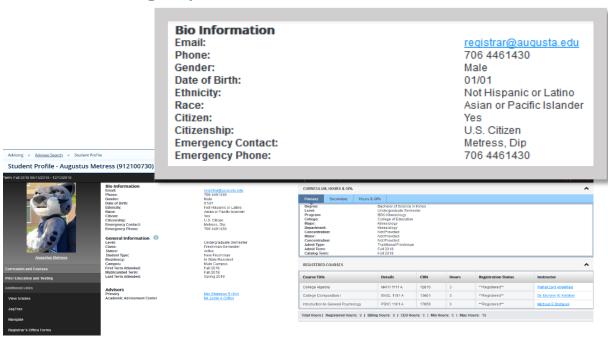


BIO INFORMATION

Bio Information includes the student's:

1. Email

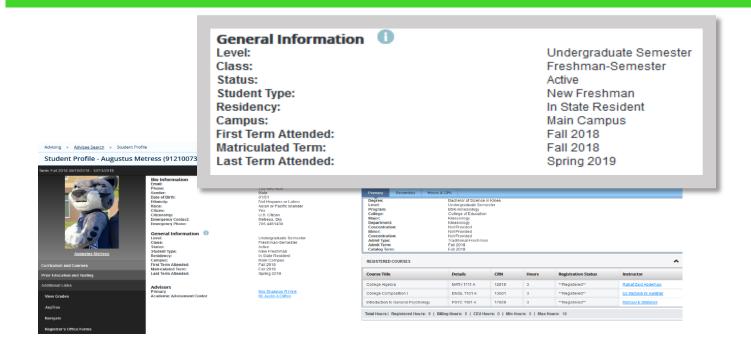
- 2. Phone
- 3. Gender
- 4. Date of Birth
- 5. Ethnicity
- 6. Race
- 7. Citizen Status
- 8. Country of Citizenship
- 9. Emergency Contact
- 10. Emergency Contact's Phone Number



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



ADVISORS

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

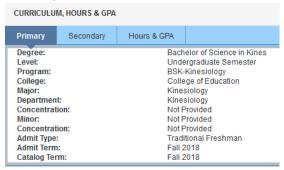


CURRICULUM, HOURS, & GPA

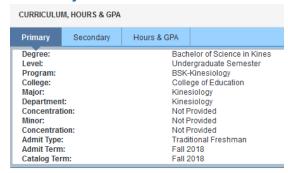
The Curriculum, Hours & GPA section provides:

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

Primary Curriculum



Secondary Curriculum

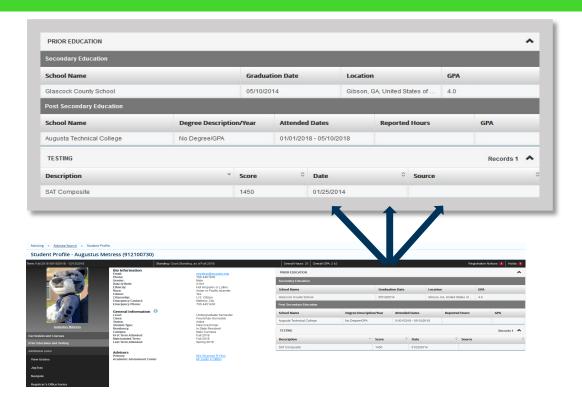


Hours & GPA



PRIOR EDUCATION & TESTING

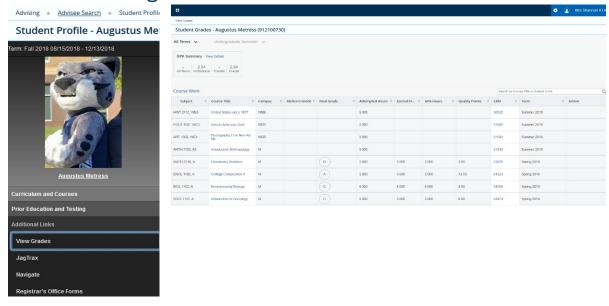
The Prior Education and Testing link gives you access to the student's High School, Previous College/University, and Testing information.



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.



JAGTRAX

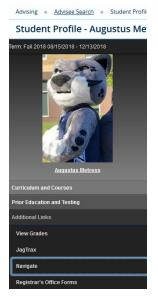
The JagTrax link will allow you to log into JagTrax. You must then navigate to the student's audit.





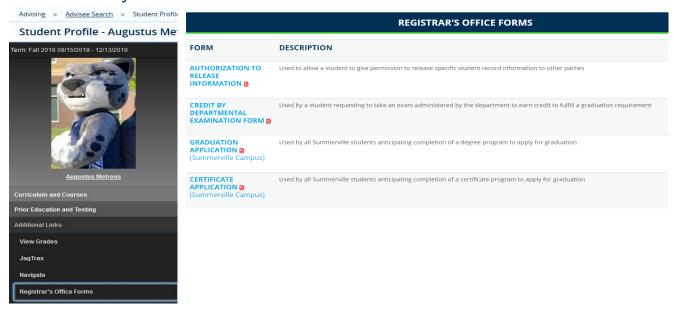
NAVIGATE

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



REGISTRAR'S OFFICE FORMS

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



CONTACT

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