

# **POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING STUDENT INFORMATION**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

# POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING STUDENT INFORMATION

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# POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING STUDENT INFORMATION

## PROCESS

The Office of the Registrar is responsible for student record updates. These instructions will help you navigate through POUNCE to view a student's information.

## 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

4. Select "View Student Information"

Term Selection

ID Selection

Student Academic Transcripts

View Student Information

JagTrax for Faculty/Advisors

Use JagTrax to track your degree progress.

Notice: You will be prompted to log into JagTrax with your NetID and Password upon clicking this link.

Advising Student Profile

5. Select Term. If you have previously selected a term, this step will be skipped.

Select Term

Select a Term:

Submit

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## 6. Enter the student ID number or name of student and submit

 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

## 7. All student information will be displayed.

Information for XXXXXXXXXX

### *Student Information effective The End of Time*

Registered for Term:

First Term Attended:

Last Term Attended:

Status:

Matric Term:

Site:

Residence:

Citizenship:

Student Type:

Class:

Primary Advisor:

Primary Advisor Type:

Expected Graduation Date:

Expected Graduation Term:

Expected Graduation Year:

### *Curriculum Information*

#### Current Program

Master of Business Admin

Level: Grac

Program: Mast

Admit Term: Fall :

Admit Type: New

Catalog Term: Fall :

College: The

Campus: Main

Major and Department: MBA

## CONTACT

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