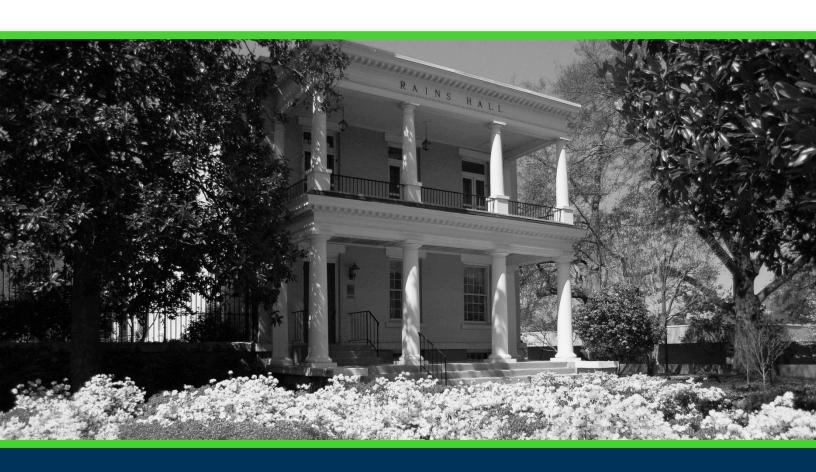
POUNCE: FACULTY/STAFF INSTRUCTIONS FOR SETTING OFFICE HOURS





OFFICE OF THE REGISTRAR USER INSTRUCTIONS

POUNCE: FACULTY/STAFF INSTRUCTIONS FOR SETTING OFFICE HOURS

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PROCESS

These instructions will help you navigate through POUNCE to set office hours to be viewed by students.

RESPONSIBILITIES

Faculty are responsible for setting and updating office hours each semester, so that students may view the correct information.

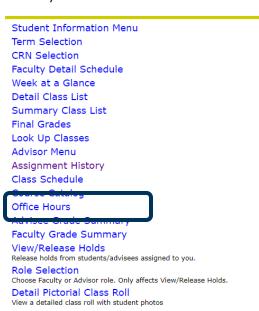
INSTRUCTIONS

- 1. Login to https://pounce.augusta.edu.
- 2. Select "Faculty Services" from the top of the page.



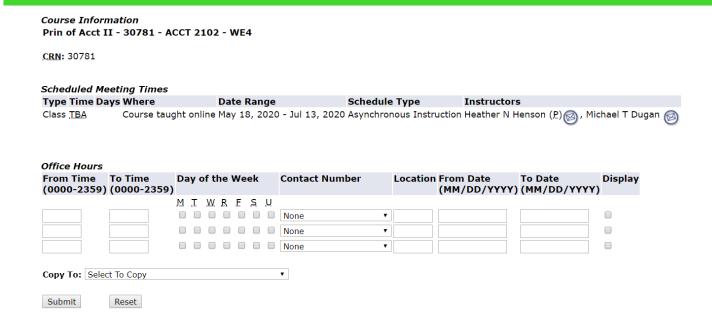
3. Select "Office Hours"

Faculty Services



4. You can now view all sections you are assigned to as faculty and designate the days and times you are available for office hours. Submit.

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CONTACT

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