POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING STUDENT EMAIL ADDRESS

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PROCESS

These instructions will help you navigate through POUNCE to view a student's email address.

INSTRUCTIONS

1. Login to https://pounce.augusta.edu.
2. Select "Faculty and Advisors" from main menu.

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Parking Registration & Permit Payment
Choose a permit and pay for your permit here each semester.

Attendance Verification
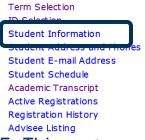Verify student attendance in your assigned courses.

3. Select "Student Information 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

4. Select "Student Information".

Student Information

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
Academic Transcript
Active Registrations
Registration History
Advisee Listing

5. This page provides all email addresses on file for the student.

Information for ███████████████

E-mail Addresses

University Email Address
████████@augusta.edu **Preferred**

CONTACT

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