

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



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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# POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING STUDENT SCHEDULE

## 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 Schedule".  
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 will show the student's schedule for the selected term.

## CONTACT

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