POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING STUDENT TRANSCRIPT

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PROCESS

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

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 "Academic Transcript".

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. Select the level and then display transcript. This will provide an unofficial academic transcript.

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Official

Display Transcript

6. If the document needs to be printed, right click and choose print.

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to English	
View page source	Ctrl+U
Inspect	Ctrl+Shift+I
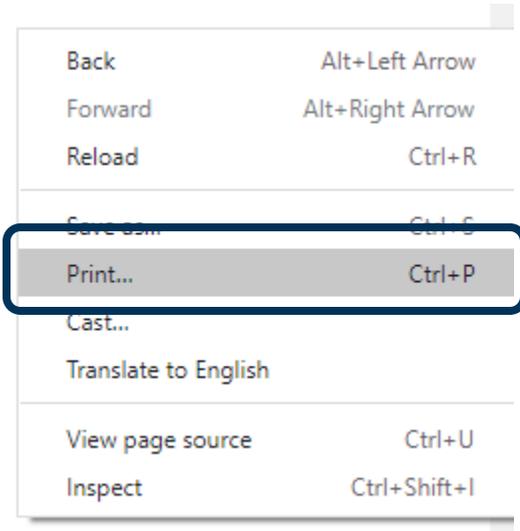
CONTACT

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