

# **POUNCE: STUDENT INSTRUCTIONS FOR ORDERING A CEDIPLOMA**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

# POUNCE: STUDENT INSTRUCTIONS FOR ORDERING A CEDIPLOMA

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# POUNCE: STUDENT INSTRUCTIONS FOR ORDERING A CEDIPLOMA

## PROCESS

These instructions are used to assist recent graduates in navigating through POUNCE to place an order for an official CeDiploma.

## INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Student”.

The screenshot shows a navigation menu with the following items:

- Personal Information  
Update address, contact information, or marital status; rev
- Student**  
Register, View your academic records.
- Financial Aid  
Apply for Financial Aid, review status and loans.
- Student Account  
Click here to pay acceptance deposits, housing deposits, pay
- Parking Registration & Permit Payment  
Choose a permit and pay for your permit here each semeste
- View Your Accepted Promissory Note
- NelNet Payment Plan Portal

3. Select “Request CeCredential”.


The screenshot shows a navigation menu with the following items:

- Registration  
Check your registration status, class schedule an
- Student Records  
View your holds, grades, transcripts
- Financial Aid  
Apply for Financial Aid, review status and loans
- JagTrax for Students  
Use JagTrax to track your degree progress.
- Notice: You will be prompted to log into JagTrax
- Enrollment Certification  
Obtain enrollment certification and more at the
- Request CeCredential**  
Recent graduates may connect to CeCredential T

4. Select “Order/Register for my CeDiploma”.

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## Request CeCredential

 Recent graduates may connect to CeCredential TF

Order/Register for my CeDiploma

5. Acknowledge that you agree to the privacy policy and terms/conditions and select “Continue”.

Welcome!

I have read and agree to the [Privacy Policy](#) and [Terms and Conditions](#).

Continue

No, Thank You

6. You will be directed to the screen to begin your order.

## CONTACT

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