

POUNCE: STUDENT INSTRUCTIONS FOR REQUESTING OFFICIAL TRANSCRIPTS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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PROCESS

These instructions are used to assist students in navigating through POUNCE to place an order for an official transcript.

INSTRUCTIONS

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

Personal Information

Update addresses, 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 semester

View Your Accepted Promissory Note

NelNet Payment Plan Portal

3. Select “Student Records”.
- Student

Registration

Check your registration status, class schedule a

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 v

Enrollment Certification

Obtain enrollment certification and more at the N

Request CeCredential

Recent graduates may connect to CeCredential T

4. Select “Request Official Transcripts”.
- Student Records

View Holds

Final Grades

Course Catalog

Class Schedule

Request Official Transcripts

Transcripts requested in POUNCE are sent standard

View Status of Transcript Requests

View Unofficial Academic Transcript

View your Unofficial Academic Transcript

View Student Information

Request Enrollment Certification

View Test Scores

Order Official Transcript

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5. Enter who the transcript should be issued to (yourself, employer, university, etc...) and select "Continue".

Request Printed/Official Transcript

 The normal processing time for a transcript is 2-3 working days. You may request up to 5 copies per day, at no charge. **Transcripts will not be processed until all outstanding holds are satisfied.**

Please enter to whom the Official Transcript should be issued and press **Continue**.

Issue to:

6. Enter all required information and select "Continue".

 Please select a transcript type. Please specify the address of the person/organization to which the transcript should be sent.

A Phone Number is required for transcripts that will be picked up.

* indicates required field

Transcript Type: *

Issue To: *

Street Line 1: *

Street Line 2:

Street Line 3:

City: *

State or Province: *

Zip or Postal Code: *

Nation:

Area Code:

Phone Number:

Extension:

International Access Number:

7. Enter number of copies, choose delivery method, etc. and select "Continue".

Request Printed/Official Transcript

 You may specify when your transcript should be printed. If you select **Hold for Degree** have been entered for the current term.

Number of Copies (Up to 1):

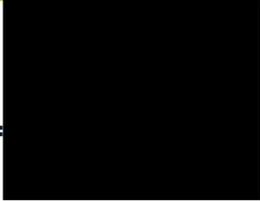
Print Transcript:

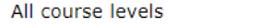
Delivery Method: *

Reason for Request: *

8. Carefully review the entered information and correct any errors before submitting request.

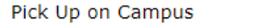
Transcript Request Confirmation

Issued to: 

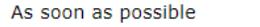
Street: 

City: 

State or Province: 

Zip or Postal Code: 

Nation: 

Phone Number: 

Course Levels: All course levels

Copies Ordered: 1

Official Transcript: Yes

Delivery Method: Pick Up on Campus

Cost of Order: No charge

Print Transcript: As soon as possible

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9. Confirmation will be given with instructions to check the status of your order.
Please keep this for your records. Your order is complete.

Transcript Request Confirmation

Brooke, we have received your transcript request.

You may check the status of this request at any time:

- 1) Log in to POUNCE
- 2) Click on the Student tab.
- 3) Click on the Student Records link.
- 4) Click on the View Status of Transcript Request link.
- 5) Click the drop down and select the transcript request date.

Please contact the Registrar's Office at registrar@augusta.edu. Thank you.

CONTACT

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