POUNCE: STUDENT INSTRUCTIONS FOR UPDATING ADDRESSES & PHONE NUMBERS

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PROCESS

These instructions are used to assist students in navigating through POUNCE to update addresses and phone numbers.

INSTRUCTIONS

1. Login to https://pounce.augusta.edu.
2. Select "Personal Information".

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 semeste

View Your Accepted Promissory Note

NelNet Payment Plan Portal

3. Select "Update Addresses, Telephone, and Augusta University Alert Contact Info".

Personal Information

Display your Student ID Number

Name Change Information

Social Security Number Change Information

Update Addresses, Telephone, and Augusta University Alert Contact Info

Update Emergency Contacts

View and Update Addresses and Phones

View E-mail Addresses

View Emergency Contacts

4. Select the "Type of Address to Insert.

Update Addresses and Phones - Select Address

To **update** an existing address, click the **link** next to the corresponding address.
To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.
Note: Entering overlapping dates may change the effective dates on existing address records.

When updating Telephone Numbers, please use U.S. Format for Telephone entry. Area code is 3 numeric digits followed by the telephone number is 7 numeric digits. Example: ###-###-#### Ten total digits, no (+) sign and no (1) should be added to this number. Do not enter dashes into POUNCE. For change of address information and USPS forms, click here. Use your browser's Back button to return to this page.

Addresses and Phones

Mailing	Phones
Current: Apr 05, 2017 to Dec 31, 2099	Primary: None Provided
125 Shady Grove Dr	
Harlem, Georgia 30814-5018	
Columbia	

Parents	Phones
Current: Aug 22, 2019 to (No end date)	Primary: 706-8308493
125 Shady Grove Dr	
Harlem, Georgia 30814-5018	
Columbia	

Type of Address to Insert: [Select ▾]

[Submit]

5. Enter the correct information and click "Submit". Be sure to include today's date for "Valid From This Date: MM/DD/YYYY".

Mailing

Valid From This Date:MM/DD/YYYY	[ ]
Until This Date:MM/DD/YYYY	[ ]
Address Line 1:	[ ]
Address Line 2:	[ ]
Address Line 3:	[ ]
City:	[ ]
State or Province:	[Not Applicable ▾]
ZIP or Postal Code:	[ ]
County:	[Not Applicable ▾]
Nation:	[Not Applicable ▾]
Delete this Address:	☐

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
[ ]	[ ]	[ ]	OR [ ]	☐

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select ▾	[ ]	[ ]	[ ]	OR [ ]	☐	☐
Select ▾	[ ]	[ ]	[ ]	OR [ ]	☐	☐
Select ▾	[ ]	[ ]	[ ]	OR [ ]	☐	☐
Select ▾	[ ]	[ ]	[ ]	OR [ ]	☐	☐
Select ▾	[ ]	[ ]	[ ]	OR [ ]	☐	☐

[Submit] [Reset]

[Select a Different Address to Update]

CONTACT

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