INSTRUCTIONS FOR REVIEWING ACTION ITEMS

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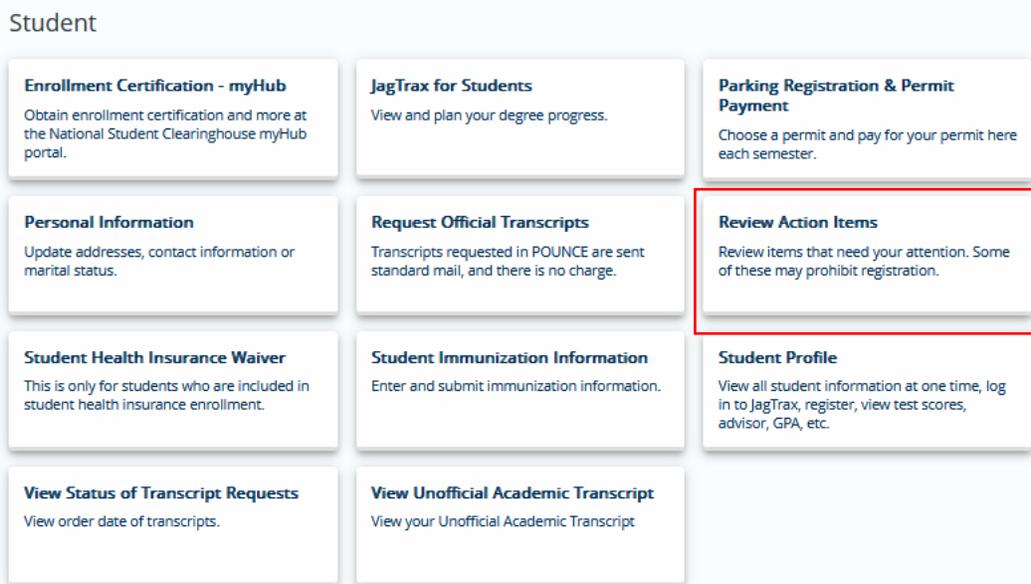
PROCESS

These instructions will help current students review and take care of any action items at, or prior to, the beginning of registration for a term.

INSTRUCTIONS

1. Log in to POUNCE.
2. Approve DUO multifactor authentication.
3. Review the main menu and select the "Review Action Items" button.

Student

Enrollment Certification - myHub	JagTrax for Students	Parking Registration & Permit Payment
Obtain enrollment certification and more at the National Student Clearinghouse myHub portal.	View and plan your degree progress.	Choose a permit and pay for your permit here each semester.
Personal Information	**Request Official Transcripts**	**Review Action Items**
Update addresses, contact information or marital status.	Transcripts requested in POUNCE are sent standard mail, and there is no charge.	Review items that need your attention. Some of these may prohibit registration.
Student Health Insurance Waiver	**Student Immunization Information**	**Student Profile**
This is only for students who are included in student health insurance enrollment.	Enter and submit immunization information.	View all student information at one time, log in to JagTrax, register, view test scores, advisor, GPA, etc.
View Status of Transcript Requests	**View Unofficial Academic Transcript**	
View order date of transcripts.	View your Unofficial Academic Transcript	

4. If you are just logging into POUNCE for the first time you may see a notice that "You have action item(s) available for your review." These require some kind of action on your part.

⚙ 👤 **Your Name** `1`

⚠ You have active action item(s) available for your review.
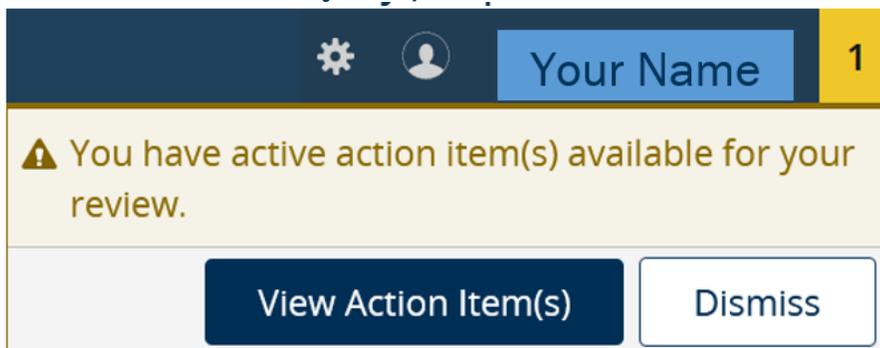
View Action Item(s) | Dismiss

Below is a sample notification to review contact information. To clear this action item, you must check to acknowledge the information is correct or that you will update as needed. Then, click "Save".

Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention.

Return

Spring 2024 Action Items   0 of 1

Spring 2024 Action Items

Please review the action items below for the Spring 2024 term and acknowledge each.

Instructions

End Date:05/01/2024

Review Contact Information - Spring 2024   Pending

Student must click in this area to display the Action Item.

Student needs to verify their address(es) and phone number(s), and emergency contacts. Then, the student must acknowledge that they will update if necessary.

The action item is located on the right-hand side after clicking in this area. Save

202408 Group   ⊘   0/1   ▾

Overall Action Items   0/1   ▾

SEE YOUR PHONE NUMBER(S) BELOW:

Phone Type	Phone Number	
Permanent Or Home	(706)	Primary
Parent Or Guardian	(706)	Primary
Home	(706)	Primary

SEE YOUR EMERGENCY CONTACT(S) BELOW:

Priority	Street1	Street2	City	State	Zipcode	Phone	Relationship
1							

☐ ACKNOWLEDGE

Save

Upon clicking "Save", you should see the status of the item change to "Completed".

End Date: 05/01/2024

Review Contact Information - Spring 2024   Completed

Response saved on: 02/27/2024
Current Response: ACKNOWLEDGE

> Student must click in this area to display the Action Item.
>
> Student needs to verify their address(es) and phone number(s), and emergency contacts. Then, the student must acknowledge that they will update if necessary.
>
> The action item is located on the right-hand side after clicking in this area. Save

CONTACT

If you have any additional questions, please contact the office responsible.