

INSTRUCTIONS FOR ORDERING AN OFFICIAL TRANSCRIPT



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

PROCESS	2
INSTRUCTIONS	2
CONTACT	4

INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS

PROCESS

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

INSTRUCTIONS

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

The screenshot shows a navigation menu with five tabs: Student, Registration, Financial Aid, Student Account, and Faculty and Advisors. The 'Student' tab is selected, displaying a grid of service tiles. The 'Request Official Transcripts' tile is highlighted with a red border.

Student	Registration	Financial Aid	Student Account	Faculty and Advisors
Enrollment Certification - myHub Obtain enrollment certification and more at the National Student Clearinghouse myHub portal.	JagTrax for Students View and plan your degree progress.	Parking Registration & Permit Payment Choose a permit and pay for your permit here each semester.		
Personal Information Update addresses, contact information or marital status.	Request Official Transcripts Transcripts requested in POUNCE are sent standard mail, and there is no charge.	Review Action Items Review items that need your attention. Some of these may prohibit registration.		
Student Health Insurance Waiver This is only for students who are included in student health insurance enrollment.	Student Immunization Information Enter and submit immunization information.	View Grades View grades by term and level, or across terms, or across levels.		
View Status of Transcript Requests View order date of transcripts.	View Unofficial Academic Transcript View your Unofficial Academic Transcript			

INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS

- Look up your college code, select one of your addresses on file, or enter the person/college your transcript is to be issued to. Then, click “Continue”.

Request Printed Transcript

Transcript Request Address

Select an address where your transcript should be delivered using the following address designations: an external college code, one of your personal addresses, an internal college, or a family member or business.

External College Code OR [Look Up College Code](#)

One of your Addresses Internal College

Issue To

[Continue](#)

- Enter the recipient’s information, if different than the previous page. Then, click “Continue”.

Student • Request Printed Transcript

Select Transcript Type

Transcript

Transcript Type*

College Information

1. Address

Issued To

Street Line 1 Street Line 2

Street Line 3

City State or Province

Zip or Postal Code Nation

2. Phone Number

Area Code Number Extension

International Access Number

[Back](#) [Continue](#)

INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS

5. Enter the number of copies to be sent to this recipient. In progress cut-off term should be your last term of enrollment.
6. Select whether to send the transcript as soon as possible, after grades have been processed, or after degree has been awarded.
 - Hold for Grades means hold for end of term grade processing. This is not individual to students. If the term has passed, you should not select this unless you intend to wait until the end of the current semester.
 - Hold for Degree means hold for end of term degree awarding. This is not based on your degree but the degree awarding of the university. If the term has passed, you should not select this unless you intend to wait until the end of the current semester.

Student • Request Printed Transcript

Request Printed Transcript

Transcript Options

Number of Copies (Up to 1) *

In progress cut-off term

Spring 2024

Print Transcript

As soon as possible

As soon as possible

Hold for Grades

Hold for Degree

Back Continue

7. Select “pick up on campus” or “standard mailing”. Transcripts to be picked up on campus must be picked up in Rains Hall on the Summerville Campus within 90 days of the print date. You must bring a government or AU photo ID that matches the student’s transcript. Any transcripts being mailed will go to the AU mail room for external delivery the next business day. Transcripts may only be picked up Monday-Friday from 8am until

INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS

5pm. Transcripts are not available for pickup or mail during holidays, campus closures, or Spring break.

8. Click “Continue”.

Delivery Method *

Select

Pick Up on Campus - No Charge

Standard Mailing - No Charge

9. Review your transcript request. Click “Continue”.

Student » Request Printed Transcript

Request Printed Transcript

Transcript Request Summary

Issued To	Street	City	State or Province
Zip or Postal Code	Course Levels All course levels	Copies Ordered 1	Official Transcript Yes
Delivery Method Standard Mailing	Cost of Order No charge	Print Transcript As soon as possible	

Back Continue

You should now see an acknowledgement of the submitted request.

Student » Request Printed Transcript

R

Acknowledgement

Shannon, 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 records@augusta.edu.