

INSTRUCTIONS FOR VIEWING TRANSCRIPT REQUEST STATUS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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PROCESS

These instructions are used to assist students in navigating through POUNCE to view your holds.

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Student”.
3. Select “View Status of Transcript Requests”.

The screenshot shows the 'Student' dashboard with a grid of service tiles. The tile for 'View Status of Transcript Requests' is highlighted with a red border. Other tiles include Enrollment Certification, JagTrax for Students, Parking Registration & Permit Payment, Personal Information, Request Official Transcripts, Review Action Items, Student Health Insurance Waiver, Student Immunization Information, Student Profile, and View Unofficial Academic Transcript.

4. Select the “Date Ordered” and click “Submit”. You will see the status of your orders on this date.

The screenshot shows the 'Transcript Order Information' page. The 'Date Ordered' dropdown is set to 02/27/2024. Below, the 'Transcript Order Status' section shows 'Order 1' with a 'Sent Date' of 02/29/2024 highlighted in red. Other details include the number of copies ordered (1), print date (02/29/2024), official transcript status (Yes), and delivery method (Standard Mailing).

Transcript Order Information			
Date Ordered: 02/27/2024			
Transcript Order Status			
Order 1	Sent Date: 02/29/2024	Print Date: 02/29/2024	Issued to: [Redacted]
City: [Redacted]	State or Province: [Redacted]	Zip or Postal Code: [Redacted]	Street: [Redacted]
Number of Copies Ordered: 1	Official Transcript: Yes	Delivery Method: Standard Mailing	Course Levels: All course levels
Print Transcript: As soon as possible			Cost Of Order: No charge

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CONTACT

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