

POUNCE: FACULTY/STAFF INSTRUCTIONS FOR VIEWING STUDENT ADDRESS AND PHONE NUMBERS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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PROCESS

These instructions will help you navigate through POUNCE to view a student's addresses and phone numbers.

INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select "Faculty and Advisors" from main menu.

Faculty & Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

Parking Registration & Permit Payment

Choose a permit and pay for your permit here each semester.

Attendance Verification

Verify student attendance in your assigned courses.

3. Select "Student Information Menu".
Faculty Services

Student Information Menu

Term Selection

CRN Selection

Faculty Detail Schedule

Week at a Glance

Detail Class List

Summary Class List

Final Grades

Advisor Menu

4. Select "Student Address and Phone".
Student Information

Term Selection

ID Selection

Student Information

Student Address and Phones

Student E-mail Address

Student Schedule

Academic Transcript

Active Registrations

Registration History

Advisee Listing

5. This page provides addresses and phone numbers for the student.

CONTACT

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