INSTRUCTIONS FOR ORDERING AN OFFICIAL TRANSCRIPT

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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".

3. 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**

[None   ▾]   [None   ▾]

Issue To

[   ]

[Continue]

4. Enter the recipient's information, if different than the previous page. Then, click "Continue".

Student • Request Printed Transcript

Select Transcript Type

Transcript

Transcript Type *

[Official   ▾]

College Information

1. Address

Issued To

[   ]

Street Line 1   **Street Line 2**

[   ]   [   ]

Street Line 3

[   ]

City   **State or Province**

[   ]   [Georgia   ▾]

Zip or Postal Code   **Nation**

[   ]   [▾]

2. Phone Number

Area Code   **Number**   **Extension**

[   ] [   ]   [   ]

International Access Number

[   ]

[Back] [Continue]

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) *

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

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___ P____ T____

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.**