

INSTRUCTIONS FOR VIEWING UNOFFICIAL ACADEMIC TRANSCRIPT



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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INSTRUCTIONS FOR VIEWING UNOFFICAL TRANSCRIPT

PROCESS

These instructions are used to assist students in navigating through POUNCE to view the unofficial academic transcript.

INSTRUCTIONS

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

The screenshot shows the POUNCE Student menu. At the top, there are navigation tabs: Student, Registration, Financial Aid, Student Account, and Faculty and Advisors. Below these tabs, the 'Student' section is active, displaying a grid of service tiles. The tile for 'View Unofficial Academic Transcript' is highlighted with a red border. The other tiles include Enrollment Certification - myHub, JagTrax for Students, Parking Registration & Permit Payment, Personal Information, Request Official Transcripts, Review Action Items, Student Health Insurance Waiver, Student Immunization Information, and View Grades.

4. Select “All Levels” or the level you wish and click “Unofficial Transcript” for Transcript Type.

The screenshot shows the 'Academic Transcript' selection form. It includes a breadcrumb trail: Student > Academic Transcript. Below this, there are two dropdown menus: 'Transcript Level' and 'Transcript Type'. Both dropdown menus currently show 'Select' as the selected option.

INSTRUCTIONS FOR VIEWING UNOFFICIAL TRANSCRIPT

5. You will now be able to view an unofficial transcript with all completed and in progress coursework (including all transfer work).

CONTACT

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