To View a Student’s Unofficial Transcript

1. Click on **Classic Home**

2. Click on **Self Service > Advisor Center > My Advisees**
3. Select a student displayed on this page using the “View Student Details” link corresponding to that student OR click on the “View Data for Other Students” button which allows one to access all students in the system. [NOTE: If one clicks on the “View Data for Other Students” button, the Advisee’s Student Center search page will open where one can search using last and first name].

4. The Advisee’s Student Center search page will open where one can search using last and first name.
5. Upon selection of the student, that student’s Advising Center page will open. Select the dropdown menu to “Transcript: View Unofficial”, using the drop down arrow next to the “Other Academic…” box [located under the “Academics” header] and then click the double-arrow “Go” button.

6. Select the dropdown menu Report Type to “Unofficial Transcript” and click Go
7. The **Report Results** page will open and the unofficial transcript will be displayed.