View Advisee’s Unofficial Transcript

1. **Click the** My Schedule **link.**

2. **Click the** Advisor Center **link.**

3. A list of advisees displays, select the desired student.

4. **Click the** View Student Details **link.**

5. **Click the Transcript:** View Unofficial from the drop down list.

6. **Click the** Go button.

7. Select the Unofficial Stdnt Grade Transpt list item.

8. **Click the** Go button.

9. The Unofficial Transcript displays. Click the Return link.

10. **End of Procedure.**