

Advisor Tools-Unofficial Transcript

This area provides an unofficial list of grades for your advisees.

- ✦ In the **Advisee List**, click on the student's name.
- ✦ The **Advisee Details** window will display.
- ✦ Under **Academic Records**, click the **Unofficial Transcript** link.
- ✦ The **Unofficial Transcript** window will display (see illustration below).

Unofficial Transcript for: _____

Course Program: Undergraduate

Summary						
	Attempted Credits	Earned Credits	Pass Credits	GPA Credits	Quality Points	GPA
Transfer	0.000	0.000	0.000	0.000	0.000	0.000
Residential	102.000	102.000	0.000	102.000	383.000	3.755
Cumulative	102.000	102.000	0.000	102.000	383.000	3.750

Advisor(s):

Classification: Senior
Major: Bus Admin/Marketing
First Minor: Spanish
Degree: Bachelor of Arts
Academic Status: **Good Standing**

- ✦ In the **Program** list, select either **Graduate** or **Undergraduate**.
- ✦ The top section of the report shows the student's **Transfer, Residential, and Cumulative Grade Point Average**.
- ✦ The next section of the report shows the **Transfer Credit** for the student.
- ✦ After the **Transfer Credit** section, the grades earned by the student at **Siena** are listed.