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](image)

† 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.