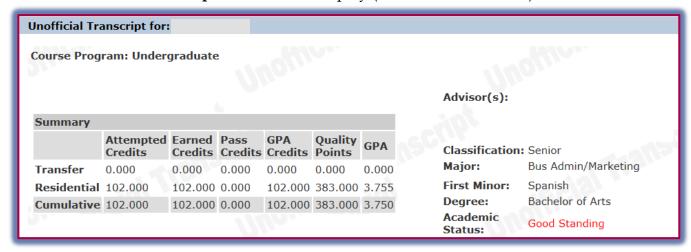
## Advisor Tools-Unofficial Transcript

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).



- 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.