

Find Name of Advisor Sophomores, Juniors, Seniors

There are three different areas within the My Siena window where the name of your advisor will display. This document explains each of these ways.

PERSONAL INFO

📖 Log into **My Siena**.

📖 Click the **Personal Info** link next to your name (see illustration).



📖 You're **My Info** page will display (see illustration).



📖 Click the **Academic Info** tab.

📖 Your advisor name will appear on the right-side of the window (see illustration).



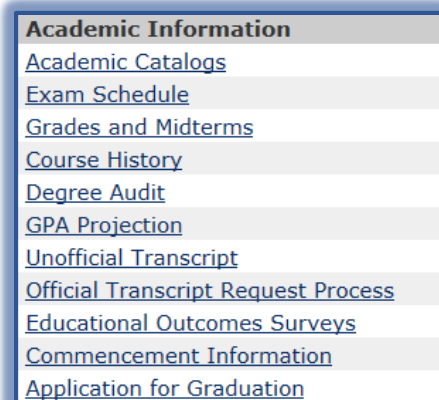
📖 Click the **Envelope** icon to send an email message to your advisor.

UNOFFICIAL TRANSCRIPT

📖 Log into **My Siena**.

📖 Make sure the **Home Tab** is selected.

📖 Under the **My Tools** area in the **Academic Information Group**, click the **Unofficial Transcript** link.



- 📖 Your **Advisor** will be listed on the right-hand side of the page (see illustration below).
- 📖 Click the **Envelope** icon to send an email message to your advisor.

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	37.000	37.000	0.000	37.000	130.000	3.514
Cumulative	37.000	37.000	0.000	37.000	130.000	3.510

Advisor(s): Kaplan, Nicholas R. Primary Advisor

Classification: Sophomore

Major: Business: Bus Administ

First Minor: Spanish

Degree: Bachelor of Arts

Academic Status: Full Acceptance


GRADES AND MIDTERMS

- 📖 Log into **My Siena**.
- 📖 Make sure the **Home Tab** is selected.
- 📖 Under the **My Tools** area in the **Academic Information Group**, click the **Grades and Midterms** link.

Academic Information

- [Academic Catalogs](#)
- [Exam Schedule](#)
- [Grades and Midterms](#)
- [Course History](#)
- [Degree Audit](#)
- [GPA Projection](#)
- [Unofficial Transcript](#)
- [Official Transcript Request Process](#)
- [Educational Outcomes Surveys](#)
- [Commencement Information](#)
- [Application for Graduation](#)

- 📖 The **Grade Report** window will display (see illustration below).



Official Grade Report
Siena Heights University
1247 E. Siena Heights Dr.
Adrian, MI 49221

Term: [View Midterm Grade Report](#)

Undergraduate

Advisor: Ripper, Matthew - Primary Advisor
Kaplan, Nicholas R. - Minor1 Advisor

Classification: Senior

Academic Status: Good Standing

First Major: Bus Admin/Marketing

First Minor: Spanish

Degree: Bachelor of Arts

- 📖 Click the **View Final Grade Report** or the **View Midterm Grade Report** link.
- 📖 Your **Advisor** will show at the top of the report.