

## Academic History

This area shows the student's education records and examination scores.

- ❖ Click the student's name in the advisee list. For information on how to search for an advisee in the **Advisee List**, click the **Search for Advisees** link on the **My Siena** page of the **Siena Training Web Site**.
- ❖ The **Academic Details** window will display.
- ❖ Under **Tools and Information**, in the **Academic Records** section, click **Academic History** (see illustration below).

Tools and Information	
<b>Academic Records</b>	<b>Financial Aid</b>
<a href="#">Academic History</a>	<a href="#">Financial Aid Awards</a>
<a href="#">Course History</a>	<a href="#">Missing/Received Documents</a>
<a href="#">GPA Projection</a>	<a href="#">Student Account Balances</a>
<a href="#">Grade Report</a>	
<a href="#">Unofficial Transcript</a>	<b>Registration</b>
<b>Advising</b>	<a href="#">Add/Drop Courses</a>
<a href="#">Email Addresses</a>	<a href="#">Student Schedule</a>
<a href="#">Degree Audit</a>	<a href="#">Advanced Course Search</a>
<a href="#">Degree Audit (Excel)</a>	<a href="#">Quick Reference Course Search</a>

- ❖ The **Academic History** page will display (see illustration below).
- ❖ The **Education Record** and **Examination Scores** for the student will appear.
- ❖ Click the **Advisee Roster** link (see illustration below) at the top of the window to return to the list of advisees.

### Advisee Roster - Academic History

[Advisee Roster](#) > [Advisee Details](#) > Academic History

- ❖ Click the **Advisee Details** link to return to the list of tools and information.
  - It is **not a good idea** to use the **Back** button in the **Browser** window.
  - Clicking the **Back** button may return you to the **My Siena Home** page.
  - You should always use the links at the top of the window as shown in the illustration.