

## Unofficial Transcript

- ❖ 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).

Program: <input type="text" value="Undergraduate"/>										
	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA					
<b>Transfer</b>	0.000	82.000	0.000	0.000	0.000					
<b>Local</b>	27.000	18.000	15.000	57.000	3.800					
<b>Career</b>	27.000	100.000	15.000	57.000	3.800					
<b>2008 Summer Transfer Credit</b>										
Course	Title	Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA	Notes	
PTA202-	PTA Seminar	A	N	2.000	2.000	2.000	0.000		Transfer Work from Owens Community College	
PTA212-	PTA Procedures II	A	N	4.000	4.000	4.000	0.000		Transfer Work from Owens Community College	

- ❖ In the **Program** list, select either **Graduate** or **Undergraduate**.
- ❖ The top section of the report shows the student's **Transfer**, **Local**, and **Career 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.