


Viewing an Unofficial Transcript

Advisors may access *unofficial* transcripts through the Advising Center. The *unofficial* transcript is useful for advisors because it includes all course credits, term and cumulative GPA, academic plan, and academic status information on one document.

1. Log in to your **UAConnect Faculty/Advisor Homepage**.
2. Click the **Advisor Center** tile.
3. Click **View Student Details**.

The screenshot shows the 'Faculty/Advisor Homepage' with a sidebar on the left containing navigation options like 'My Advisees', 'Advisee General Info', 'Advisee Transfer Credit', 'Academic Test Summary', 'Advisee Academics', 'Degree Audit (Advisor)', 'Hold Release', 'UA Success', 'Report Student Concern', 'Accessibility Options', and 'UAConnect Help'. The main area displays a table of 20 advisees. The table has columns for 'Notify', 'Photo', 'Name', 'Career', 'ID', 'Committee', 'View Student Details', and 'Advising Notes'. The 'View Student Details' link for the first student is highlighted with a red box. Below the table are buttons for 'Notify Selected Advisees', 'Notify All Advisees', 'My Advising Notes', and 'View data for other students'.

4. Click the down arrow in the **other academic** field.
5. Select **Transcript: View Unofficial** and click .

The screenshot shows the 'Academics' section with a sidebar on the left containing 'My Class Schedule', 'Shopping Cart', 'Schedule Planner', and 'Degree Audit'. The main area has a 'Fall 2018 Schedule' table with columns for 'Class' and 'Schedule'. A dropdown menu is open, showing 'other academic...' with a red box around 'Transcript: View Unofficial'. A red arrow points to the dropdown arrow. Below the dropdown are 'Course History', 'Exam Schedule', 'Grades', 'Transfer Credit: Report', and 'other academic...'. A 'Weekly Schedule' link is also visible.

6. The **Academic Institution** field defaults to **The University of Arkansas**.
7. Select **Unofficial Transcript** from the **Report Type** drop-down menu.
8. Click **View Report** to generate a copy of your transcript.

Choose an institution and report type and press View Report

****This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place****

Academic Institution

Report Type

Information For Students

9. Click **View Report** to view an unofficial copy of the transcript.

Personalize Find View All							First	1 of 1	Last
	Request Date	Description	Institution	User ID	Future Release	Requested Print Date			
<input type="button" value="View Report"/>	07/25/2018	Unofficial Transcript	THEUA		Immediate Processing	07/25/2018	<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="button" value="Cancel"/>									

NOTE: The transcript may not appear if the pop-up blocker is enabled on the internet browser.