

## **Unofficial Transcript (Faculty)**

You can retrieve students' unofficial transcripts from the Advisee's Student Center. The unofficial transcript shows the CSUB course work, transfer credit, classification level, GPAs, academic standing, test scores, and more. These instructions will guide you in retrieving an unofficial transcript.

1.	From the Faculty Center, click the <b>Advisor</b> <b>Center</b> tab.	Faculty Center       Advisor Center       Search         my schedule       class roster       grade roster         Faculty Center       My Schedule         Fall 2011   Cal State Univ., Bakersfield       change term       View Textbook Summary My Exam Schedule         Select display option:       © Show All Classes       C Show Enrolled Classes Only         Icon Legend:       Icon Legend:       Icass Roster       Icas Learning Management         My Teaching Schedule > Fall 2011 > Cal State Univ., Bakersfield       If Class Tables       Icon Class Dates         Class Class Title       Enrolled Days & Times       Room       Class Dates         CMBS 221-01       Programming       MoTuWe 7:5SAM - 9:2SAM       Science III 315 May 30, 2011- Jun 20, 2011
2.	When the <b>Advisor Center</b> page opens, click the View DATA FOR OTHER STUDENTS button.	Faculty Center       Advisor Center       Search         my advisees       student center       general info       transfer credit       academics         My Advisees       There is no information for the transaction you requested.       View DATA FOR OTHER STUDENTS         Faculty Center       Advisor Center       Search       Learning Management         My Advisees       Student Center       General info       Transfer Credit
3.	<ul> <li>Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name.</li> <li>Click the Search button to continue.</li> </ul>	Maximum number of rows to return (up to 300): 300         ID:       begins with •         Campus ID:       begins with •         National ID:       begins with •         Last Name:       begins with •         Donald       Case Sensitive         Search       Clear         Basic Search       Save Search C
4.	From the Search Results, click the student you d	esire.



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