



How to View Advisee Unofficial Transcript Reports



Advisors can view and print a student's Unofficial Transcript at any time. They can access the **Advisee Unofficial Transcript** page to review the specific Transcript of an advisee. Advisors can also see previously requested transcript reports for their advisees.

Students also have access to view and print their Unofficial Transcript at any time. Official Transcripts will continue to be requested through and produced by the Registrars Office.

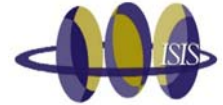
- Step 1.** Begin by logging on to the ISIS application by entering your ISIS User ID and Password. Navigate to the **Student Advisee Roster** page.



SA Self Service → Learning Management → Home → Learning Management → View Advisee Information

The **Student Advisee Roster** page opens.

Student Advisee Roster						
Brian Coughlin				University of Mass Lowell		
Select from **Student Details** to view a Degree Progress Report, Enrollment Appointments, Unofficial Transcript, Transfer Credit Report, Term Grades or Class Schedule.						
						*Sort By: Name (Last,First) ▾
						Find View All First 1-26 of 27 Last
ID	Name and Email	Career	Program			
00000001	Brady, Brendon S	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000020	Jones, Elijah G	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000010	Smith, Marissa A	Graduate	Arts & Sciences	**Student Details** ▾		
00000023	Jones, Thomas	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000013	Smith, Maria T	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000026	Jones, Dana O	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000004	Brady, Peter M	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000024	Jones, Oliver S	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000006	Brady, Marissa A	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000022	Jones, Maria F	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000005	Brady, Margaret A	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000025	Jones, Frances M	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000007	Brady, Paula S	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000014	Jones, Martin P	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000008	Brady, Jonah C	Graduate	Arts & Sciences	**Student Details** ▾		
00000021	Jones, Brian C	Undergraduate	Health Professions	**Student Details** ▾		
00000002	Smith, Peter A	Undergraduate	Arts & Sciences	**Student Details** ▾		
00000019	Jones, Helen P	Graduate	Arts & Sciences	**Student Details** ▾		



Step 2. Locate the specific student record.

Step 3. Select **Unofficial Transcript** from the **Student Details** drop down menu for that student.

Step 4. Click **Go**.

The **Unofficial Transcript** page opens.

Unofficial Transcript

Frances Jones

Choose an Institution and Report Type and press Go to view your 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: **Go**

*Report Type:

Information For Students:

* Required Field [View a Report that you had previously requested.](#)

Cancel



Note: Over the course of a student's time at the University, the Advisor may 'run' Unofficial Transcript' reports several times. The **View a Report that you had previously requested** link allows Advisors to access these historical reports.

Step 4. Select **Institution**.

Step 5. Select **Unofficial Transcript**.

Step 6. Click **Go**.



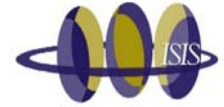
The **Report Results** page opens with the Unofficial Transcript for that student.

Report Results						
						Return to Reports Page
Unofficial Transcript - All						
Name	Jones, Frances					
Student ID	: 00450335					
University of Massachusetts Lowell						
- - - - - Beginning of Undergraduate Record - - - - -						
1997 Fall						
49	201	Economics I	3.00	3.00	C	6.000
91	100	Computing I Lab	1.00	1.00	BC	2.500
91	101	Computing I	3.00	0.00	W	
92	127	Calculus Ia	4.00	4.00	CD	6.000
Program	: Arts & Sciences					
1997-09-01	: Active in Program					
1998 Spring						
42	101	College Writing I	3.00	3.00	AB	10.500
47	260	Human Development I	3.00	3.00	C	6.000
58	101	Art Appreciation	3.00	3.00	C	6.000
74	161	Music Of Western Civ	3.00	0.00	F	
95	121	Exploring The Universe	3.00	3.00	B	9.000
1998 Fall						
42	101	College Writing II	3.00	3.00	A	12.000
45	203	Intro To Ethics	3.00	3.00	BC	7.500
54	101	Beginning Spanish I	3.00	3.00	D	3.000
83	101	Life Science I	3.00	3.00	BC	7.500
83	103	Life Science I Lab	1.00	1.00	AB	3.500
1999 Spring						
42	227	Essay Writing/eng Majors	3.00	3.00	A	12.000
42	228	Word Processing Lab	1.00	1.00	A	4.000
42	294	History American Lit I	3.00	3.00	A	12.000
43	106	The Modern World	3.00	3.00	C	6.000
54	102	Beginning Spanish II	3.00	0.00	W	
Undergraduate Career Totals						
CUM GPA :	2.467	CUM TOTALS :	52.00	43.00		113.500
						Return to Reports Page
Cancel						



Note: Advisors can use the Unofficial Transcript to help advise students and track their progress at the University. If there are any questions regarding the information appearing on an Advisee's Unofficial transcript report, please contact the Registrars' Office.

End Procedure



**HOW TO VIEW ADVISEE UNOFFICIAL TRANSCRIPT REPORTS
GLOSSARY**

Catalog Number:	The Catalog Number associated with the overall course in the catalog. The unique identifier that designates the course in the Course Catalog. Generally paired with the Subject Area code within a department listing. <i>Do not confuse the Catalog Nbr with the Class Nbr.</i>
Class Nbr: (Number)	A unique identifier for class section or component offerings of a course that are used by students to register for classes. Class Numbers are assigned to every class section offered in a term, and are found on the Schedule of Classes. <i>Do not confuse the Class Nbr with the Catalog Nbr.</i>
Course Title:	The title of the course. This displays in the Course Catalog, Schedule of Classes and on the transcript, etc.
CUM GPA:	The overall average taken of the credits earned in classes, multiplied by the grade received in the class.
CUM Totals:	The overall Units Taken, Units Earned, Official Grade, and Grade Points.
GPA:	The average taken of the credits earned in classes, multiplied by the grade received in the class.
Institution:	The highest level of academic structure Each Institution (e.g. UMass Boston UMBOS, UMass Dartmouth UMDAR, UMass Lowell UMLow) offers different careers and programs and processes differently than other Institutions operating in the same database.
Name:	The name (Last, First) of the student record being viewed.
Official Grade:	The grade saved on the student's record upon grade posting.
Program:	The degree that a student applies to, is admitted to, and graduates from.
Status:	The status of the student within their degree program. Values include Active and Inactive.
Student ID:	An eight-digit unique identifier for all people (students, staff and faculty) in the ISIS Application. The ISIS Application assigns it arbitrarily.
Term:	The term in which the class is offered. The description includes term and year, i.e., Spring 2004. (Also displays as 2004 Spring).
Undergraduate Career Totals:	Summary information on the student's academic record.
Undergraduate Record:	Information on the student's Undergraduate academic record.



University of Massachusetts
*Boston * Dartmouth * Lowell*



Units Earned: The units or credits a course carries, and that a student has earned in that course.

Units Taken: The units or credits a course carries, and that a student has registered for.