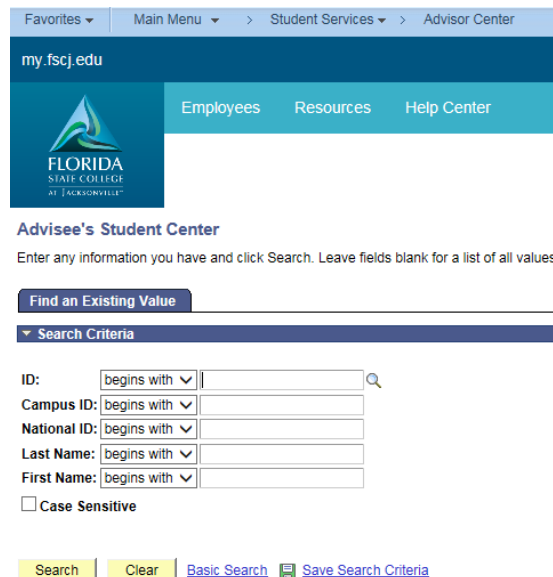


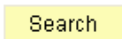
From the Advisor Center, staff can view a student’s unofficial transcript.

To view an unofficial transcript:


1. Security for the employee to access the Advisor Center must be set up.
2. Pop-up blocker must be turned off.

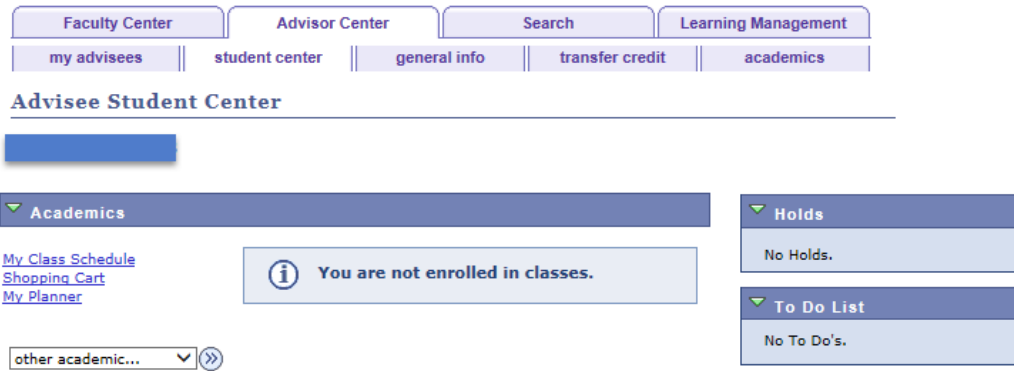
Step	Action
1.	<p>Begin by navigating to the Advisee Student Center:</p> <p>Click the Main Menu > Campus Solutions > Self-Service >Advisor Center > Advisee Student Center</p> <p>OR from the myFSCJ landing page after logging in with your credentials: Click Student Services > Advisor Center. This link automatically opens the Advisee Student Center.</p>



Step	Action
2.	<p>Enter the Empl ID of the student or enter the student’s Last Name and First Name. Remember that the drop down menu allows you to switch from “begins with” to “contains” if you have partial information. Other options are also available in the dropdown. National ID can be used if you need to enter the student’s SSN.</p>
3.	<p>Click the Search button.</p> <p></p>

Viewing an Unofficial Transcript

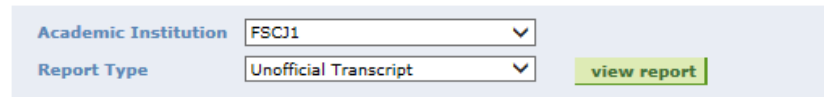
Step	Action
4.	Click on the drop down box in the Academics area, and select Transcript-View Unofficial . Click 



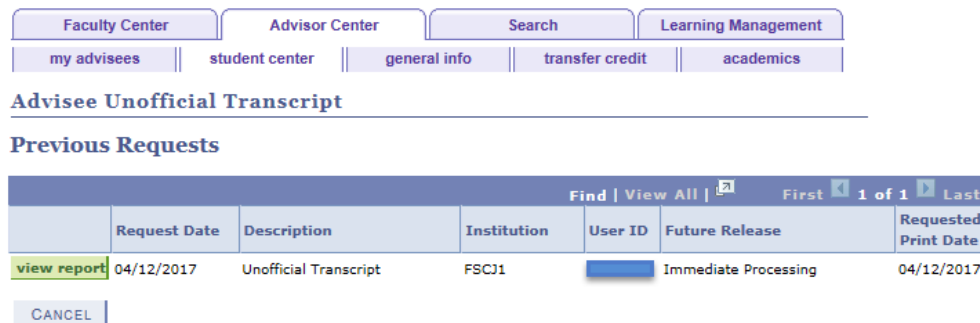
5.	Enter the Academic Institution: FSCJ1 .
6.	Select the report type Unofficial Transcript .
7.	Click view report .

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****



8.	The screen displays any prior transcripts requested and the request you just entered.
9.	Select the desired report and click view report .



	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
view report	04/12/2017	Unofficial Transcript	FSCJ1		Immediate Processing	04/12/2017

Step	Action
10.	The transcript is generated and displays as a PDF in a separate browser window. The transcript displays the student's academic history by career in the following order: Clock, Credit, CWE, Non-Credit, PD. Some students will only have one career on their transcripts and others will have several careers displayed. Awards earned such as a degree and bio demo information will be displayed on each career page.
11.	Click the Cancel button to return to the request page or the Student Center tab to return to the Advisee Student Center.

College Credit - Unofficial

Name: [Redacted]
Student ID: [Redacted]

Institution Info: Florida State College at Jacksonville
Birthdate: 11/24/1973
Print Date: 04/03/2017

Beginning of College Credit Record

Spr 2001

Session/Regular Course	Description	Attempted	Passed	Grade	Points
SFA 3023	ELEM STATISTIC	3.000	3.000	A	12.000
Term GPA	4.000 Term Totals	3.000	3.000	3.000	12.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	4.000 Comb Totals	3.000	3.000	3.000	12.000
Cum GPA	4.000 Cum Totals	3.000	3.000	3.000	12.000
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	4.000 Comb Totals	3.000	3.000	3.000	12.000

Term GPA	4.000	Term Totals	1.000	1.000	1.000	4.000
Transfer Term GPA		Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	4.000	Comb Totals	1.000	1.000	1.000	4.000
Cum GPA	4.000	Cum Totals	7.000	7.000	7.000	28.000
Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	4.000	Comb Totals	7.000	7.000	7.000	28.000

Spr 2006

Session/Regular Course	Description	Attempted	Passed	Grade	Points
CTE 1310	BASIC CLOTH CONSTRUCT	3.000	3.000	A	12.000
Term GPA	4.000 Term Totals	3.000	3.000	3.000	12.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	4.000 Comb Totals	3.000	3.000	3.000	12.000
Cum GPA	4.000 Cum Totals	3.000	3.000	3.000	12.000
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	4.000 Comb Totals	10.000	10.000	10.000	40.000

Fall 2004

Session/Regular Course	Description	Attempted	Passed	Grade	Points
MAN 2125	SPRVSMPERF IMPROVMENT	3.000	3.000	A	12.000
Term GPA	4.000 Term Totals	3.000	3.000	3.000	12.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	4.000 Comb Totals	3.000	3.000	3.000	12.000
Cum GPA	4.000 Cum Totals	6.000	6.000	6.000	24.000
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	4.000 Comb Totals	6.000	6.000	6.000	24.000

Term GPA	4.000	Term Totals	3.000	3.000	3.000	12.000
Transfer Term GPA		Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	4.000	Comb Totals	3.000	3.000	3.000	12.000
Cum GPA	4.000	Cum Totals	10.000	10.000	10.000	40.000
Transfer Cum GPA		Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	4.000	Comb Totals	10.000	10.000	10.000	40.000

Fall 2010

Session/Regular Course	Description	Attempted	Passed	Grade	Points
FIN 2190	EMPLOYEE BENEFITMENT	1.000	1.000	A	4.000

Session/Regular Course	Description	Attempted	Passed	Grade	Points
ENC 2210	TECH REPORT WRITING	3.000	3.000	A	12.000
Term GPA	4.000 Term Totals	3.000	3.000	3.000	12.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	4.000 Comb Totals	3.000	3.000	3.000	12.000
Cum GPA	4.000 Cum Totals	13.000	13.000	13.000	52.000
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	4.000 Comb Totals	13.000	13.000	13.000	52.000

PD - Unofficial

Name: [Redacted]
Student ID: [Redacted]

Sum 2015

Session/AFIP Course	Description	Attempted	Passed	Grade	Points
AFIP 5057	FERPA BASICS	0.000	0.000	S	0.000
AFIP 7893	GROWING STUD SUCCESS	0.000	0.000	S	0.000
AFIP 7613	CUST SERV TECH I	0.000	0.000	S	0.000
Term GPA	0.000 Term Totals	0.000	0.000	0.000	0.000
Transfer Term GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined GPA	0.000 Comb Totals	0.000	0.000	0.000	0.000
Cum GPA	0.000 Cum Totals	0.000	0.000	0.000	0.000
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	0.000 Comb Totals	0.000	0.000	0.000	0.000
Professional Development Career Totals	Cum GPA	0.000	0.000	0.000	0.000
Transfer Cum GPA	Transfer Totals	0.000	0.000	0.000	0.000
Combined Cum GPA	0.000 Comb Totals	0.000	0.000	0.000	0.000

End of PD - Unofficial