



Unofficial Transcript (Single)

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. Navigate to Self Service > Advisor Center > Advisee Student Center

2. The search page opens.

Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name.

Click the **Search** button to continue.

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 Duck

First Name: begins with Donald

Case Sensitive

Search Clear Basic Search Save Search

3. From the Search Results, click the student you desire.

| ID | Name | Gender | Date of Birth | Campus ID | National ID | National ID Country | NID Short Description | Last Name | First Name |
|------|--------------|--------|---------------|-----------|-------------|---------------------|-----------------------|-----------|------------|
| 1111 | Duck, Donald | | | (blank) | ***** | USA | SSN | Duck | Donald |

If you receive the message, "No matching values were found" then refine your search and repeat the previous step.

4. The Advisee Student Center opens.

Click the **other academic...** drop down box.

Click **Transcript: View Unofficial**

Click the button

Advisee Student Center

Polli Fabrique

Academics

This Week's Schedule

| Class | Schedule |
|--------------------------|--|
| ECON 380-750 LEC (50023) | TBA |
| ENGL 319-750 LEC (50015) | MoTuWeTh 10:45AM - 12:00PM WS Library ST-C |

other academic...

Information

Advisor: Daniel Cervi

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5. The View Unofficial Transcript page appears.