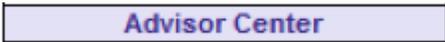
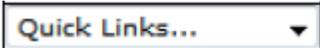
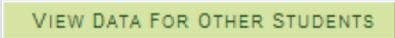


## SiS - Generating an Unofficial Transcript via Faculty Center

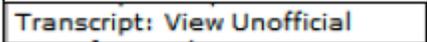
1. The **Faculty Center** allows you access to your schedule, class roster and grade roster.
2. Click the **Advisor Center** tab.  

3. Advisors can use the **My Advisees** page to view their advisee roster and link to an advisee's **Student Center**.
4. Click the **Student Center** link for the appropriate advisee.  

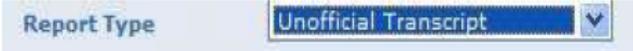
5. Click the **Quick Links** list.  


**Note:** If a student appears on the My Advisees list, skip to step 6. If a student **Does Not** appear on the My Advisees list, follow steps below:

5a. Click 

5b. Enter search criteria.

6. Select Transcript: **View Unofficial**.  

7. Click the **Arrow (Go)** button to continue.  

8. Select "**Unofficial Transcript**" from drop down menu in Report Type field.  

9. Click the **View Report** button.  

10. Your transcript opens as a printer-friendly PDF in a new tab or window.

**Note:** If transcript does not open, please ensure that this website is added to your browser as a trusted site. For instructions: <https://www.uml.edu/enrollment/sis/desktop-requirements.aspx>

11. Congratulations! You have successfully viewed a printer-friendly version of your transcript.  
**End of Procedure.**