

9.2 Request Unofficial Transcript from Advisor Center (Fluid)

Purpose: To request an unofficial transcript via the Advisor Center in Fluid ctclink.

Audience: Advisors

Request Unofficial Transcript from Advisor Center

1. Navigate to the ctclink **Advisor Homepage**.
2. Select the **Advisor Center** tile.



3. The **My Advisees** page displays.
4. Select the **View data for other students** button.

ctcLink Advisor Homepage **Advisor Center**

My Advisees

Kenneth

My Advisees [View FERPA Statement](#)

Select display option
 Link to Photos Include photos in list

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	Notify	Name	ID	View Student Details	Advising Notes
1	<input type="checkbox"/>	Deanna L	3868	View Student Details	

View data for other students

5. The **Advisee's Student Center** search page displays.
6. Enter an **ID**.
7. Select the **Search** button.

ctcLink Advisor Homepage **Advisor Center**

My Advisees

Student Center

General Info

Advisee Transfer Credit

Academics

Search

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

ID begins with

Campus ID begins with

National ID begins with

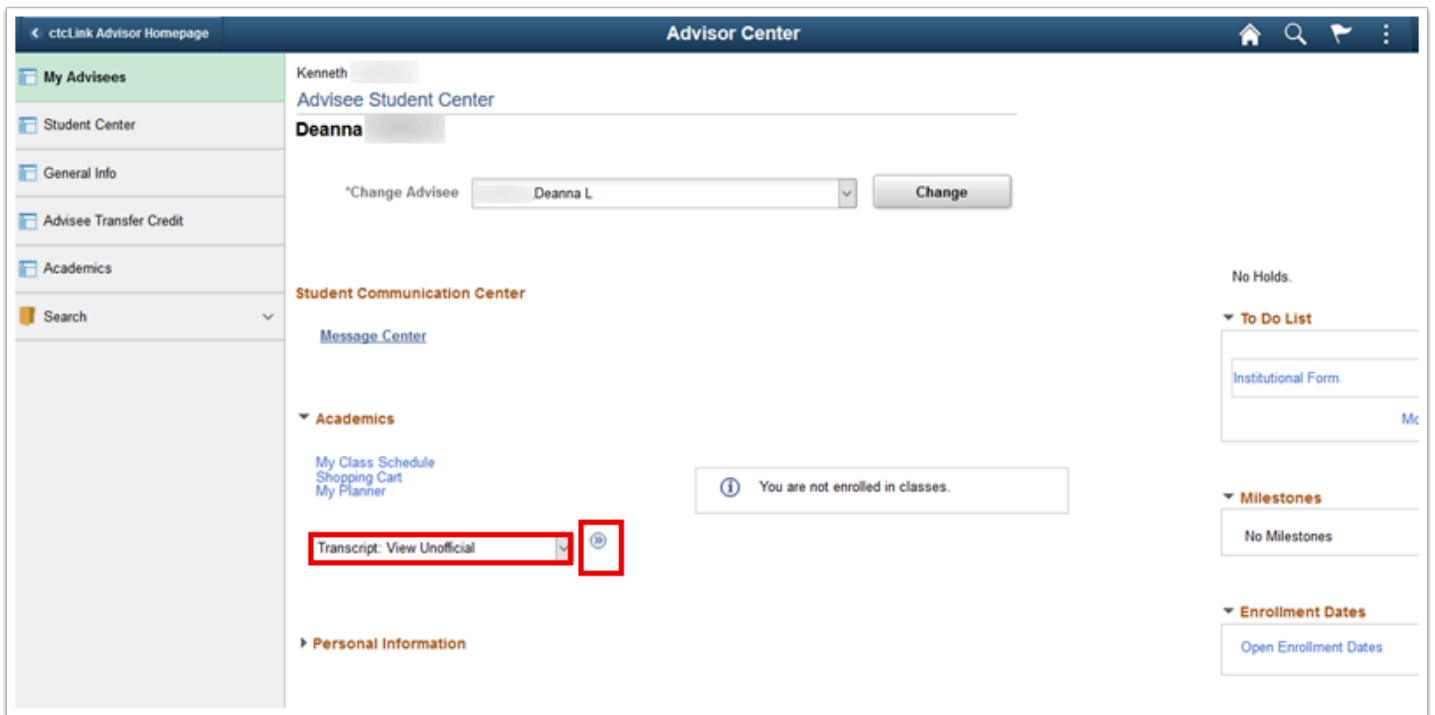
Last Name begins with

First Name begins with

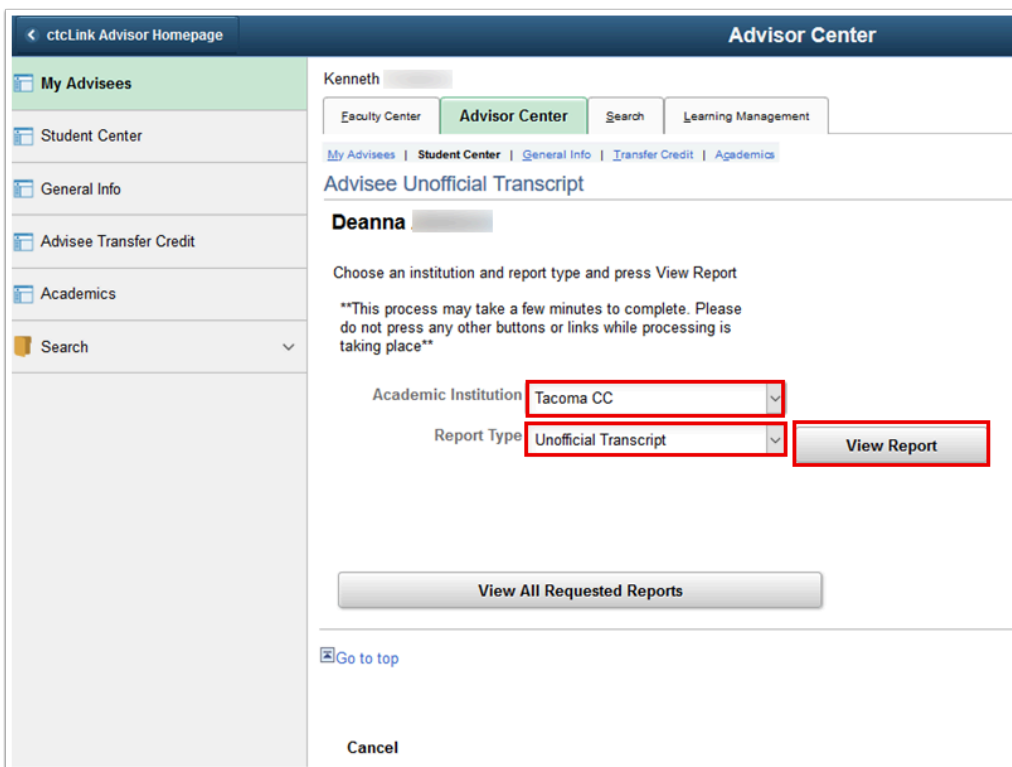
Case Sensitive

[Basic Search](#)

8. The **Advisee's Student Center** page displays.
9. Using the drop-down menu under the **Academic** section, select Transcript: View Unofficial.
10. Select the **double arrow** button.



11. The **Advisee Unofficial Transcript** page is displayed.
12. Select or confirm your **Academic Institution** in the drop-down menu.
13. In the **Report Type** drop-down menu, select Unofficial Transcript.
14. Select the **View Report** button.



15. The **Previous Requests** page is displayed.
16. Select the top **View Report** button.

The screenshot shows the 'Advisor Center' interface. On the left is a navigation menu with options like 'My Advisees', 'Student Center', 'General Info', 'Advisee Transfer Credit', 'Academics', and 'Search'. The main content area is titled 'Advisee Unofficial Transcript' and features a 'Previous Requests' section. A table lists a request from 08/12/2019 for an 'Unofficial Transcript' at institution 'WA220' by user 'CTC_BRAMIREZ'. A red box highlights the 'View Report' button in the first row of the table. Below the table is a 'Cancel' button and a 'Go to top' link.

	Request Date	Description	Institution	User ID	Future Release	Requested Print Date
View Report	08/12/2019	Unofficial Transcript	WA220	CTC_BRAMIREZ	Immediate Processing	08/12/2019

17. The report displays.

18. A transcript pdf will appear after opening a pop-up or retrieving from the download section of your browser.

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Unofficial Transcript - Academic Career

Name: Deanna
Student ID: 3868
Print Date: 08/12/2019

SPRING 1994 (03/28/1994 - 06/10/1994)						
Course		Description	Attempted	Earned	Grade	Points
LVSK	80	Social Responsibility	2.000	2.000	S	0.000
READ	71	Basic Reading Skills	5.000	0.000	I	0.000
Term GPA	0.000	Term Totals	Attempted 2.000	Earned 2.000	GPA Units 0.000	Points 0.000
SUMMER 1994 (06/20/1994 - 08/11/1994)						
Course		Description	Attempted	Earned	Grade	Points
READ	71	Basic Reading Skills	5.000	0.000	W	0.000
Term GPA	0.000	Term Totals	Attempted 5.000	Earned 0.000	GPA Units 0.000	Points 0.000
SUMMER 2013 (06/15/2013 - 08/15/2013)						
Course		Description	Attempted	Earned	Grade	Points
ENGL/	85	Acad Reading & Writing I	10.000	10.000	B	30.000
Term GPA	3.000	Term Totals	Attempted 10.000	Earned 10.000	GPA Units 10.000	Points 30.000
FALL 2013 (09/23/2013 - 12/15/2013)						
Course		Description	Attempted	Earned	Grade	Points
ENGL/	95	Acad Reading&Writing Ii	10.000	10.000	C-	17.000
HD	101	Student Success Seminar	3.000	3.000	B-	8.100
PE	111	Walking	1.000	1.000	B	3.000

19. The process to request an unofficial transcript is now complete.

20. End of procedure.