### View Student Unofficial Transcript

**Slide 1:**
To view a student's unofficial transcript, first select the Advisor Center tab. Then click the View Data For Other Students button.
### Processing Steps

**Slide 2**

If you know the campus-wide ID of the student whose information you wish to view, that is the only piece of information you need to enter on the search page.

If you don't know the student's CWID, enter several criteria in order to narrow down your results. Then click Search.

<table>
<thead>
<tr>
<th><strong>Screen Shots</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Screenshot of Titan Online's Student Center" /></td>
</tr>
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</table>

- **Enter the student's campus-wide ID (CWID) in the ID field.**
- **Click Search once you have entered your criteria.**
- **Or enter several other criteria (i.e. first and last name) to narrow down your results.**
**Processing Steps**

Depending on your search criteria, you may need to select from a list of results. Locate the student whose information you wish to view and click on their name. You may also click on any of the hyperlinks in the row such as the ID number.

**Slide 3:**

![Screen Shots](image_url)

Select the student whose information you wish to view.
### Processing Steps

**Slide 4:**
To view the student's unofficial transcript, click on the drop down menu in the Academics module.

### Screen Shots

![Image of Titan Online and Academics module with drop-down menu highlighted]
### Processing Steps

**Slide 5:**
Select Transcript: View Unofficial.

### Screen Shots

![Select Transcript: View Unofficial](image-url)
### Processing Steps

**Slide 6:**
Then click on the double arrow button.

### Screen Shots

![Screen Shot of Titan Online](image-url)
### Processing Steps

**Slide 7:**
On this screen are links to information on how a student obtains an official transcript as well as to the transcript key that will assist in interpreting the information on the unofficial transcript.

To view the student's unofficial transcript, click View Transcript.

![View Transcript](image)

**Unofficial Transcript**

By selecting the "View Transcript" button immediately below, you can view the student's online unofficial university transcript. Directions for how a student may obtain official transcripts can be found at: [http://www.fullerton.edu/admissions/CurrentStudent/Transcripts.asp](http://www.fullerton.edu/admissions/CurrentStudent/Transcripts.asp)

The Transcript Key with information about how to read the transcript can be found by clicking here.

Click View Transcript to view the student's unofficial transcript.
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<td><strong>Slide 8:</strong> The unofficial transcript appears. Scroll down to view the transcript. Links to return to the previous page appear at the top and bottom of the transcript.</td>
<td><img src="image" alt="Screen Shot of the unofficial transcript" /></td>
</tr>
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</table>

Select Return to Reports to go back to the previous screen.
### Processing Steps

**Slide 9:**
To return to the main Student Center view for this same student, select Student Center.

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