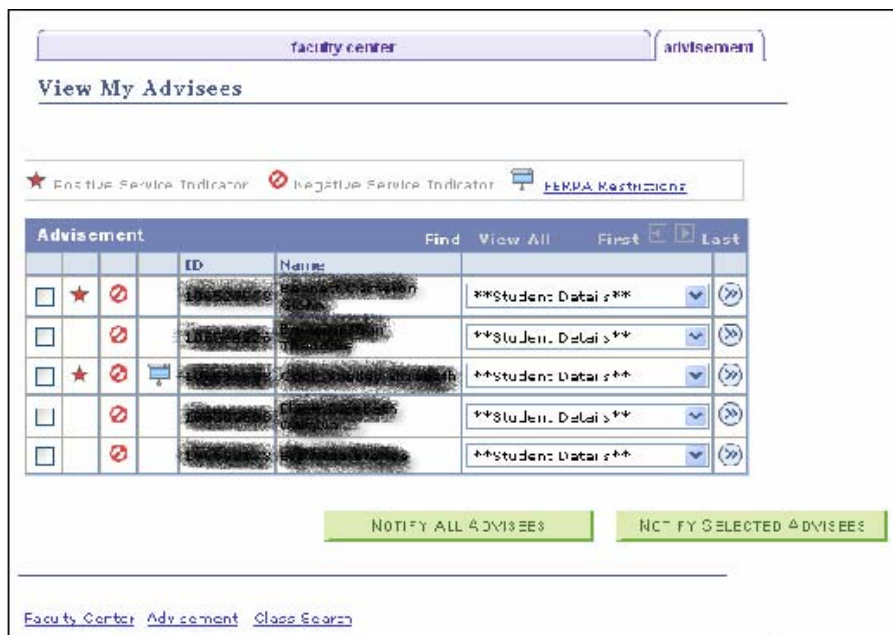


Advisement

From the **Faculty Center** click the **Advisement** tab at the top or the **Advisement** link at the bottom of the page.

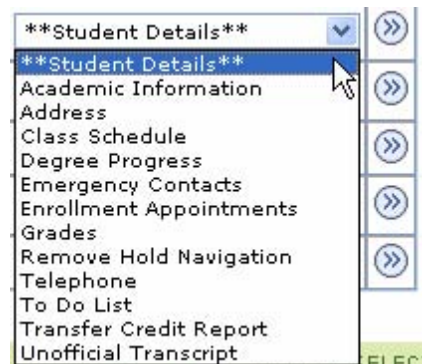


The View My Advisees Page



- If you have several advisees, you may need to use the scroll buttons on the blue bar to page through the list. You can also click **View All**.
- To sort the list you can click on the **ID** or **Name** column headings.
- **Selecting a student** – click the check box in the far left column to select a student.
- **Positive Service Indicator** and **Negative Service Indicator** columns – service indicators (holds) vary for each department. Examples are Advising Hold, Degree Plan on File, Financial Aid Office Hold, etc. If an advisee has a service indicator, you can click on the icon to view.

- **FERPA Restrictions** – if the student has requested protection under FERPA you will see a blue window shade icon. Click on the icon for more information on FERPA.
- ****Student Details**** – faculty may view various types of information for each student advisee listed. Use the pull-down menu to select the appropriate option, and then click the button on the right.



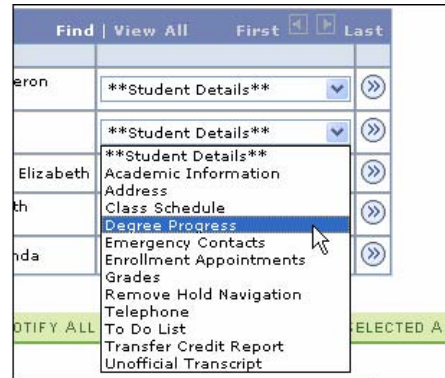
See pages 10-11 for more specific instructions on **Degree Progress** reports and **Unofficial Transcripts**.

- **Notify All Advisees** and **Notify Selected Advisees** links – will open the **Send Notification** window allowing you to send an email either to the students you have selected or all of your advisees.



Degree Progress Reports

- Find the appropriate student on the **View My Advisees** page.
- Select **Degree Progress** from the pull-down menu and click the button on the right.
- Click the **GO** button.



Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-If scenario, select one of the buttons below.

"this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"

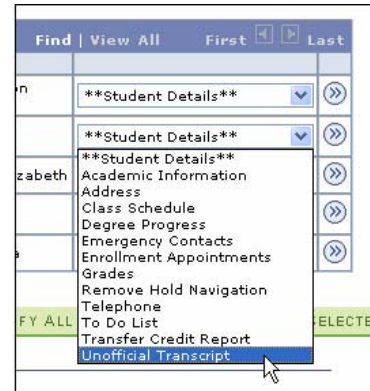
Academic Institution	UNT Health Science Center	go
Report Type	UNTHSC Advising Transcript	

Information For Students

The "What-If" options below are not applicable to students enrolled in the DO program at UNTHSC.

Unofficial Transcripts

- Find the appropriate student on the **View My Advisees** page.
- Select **Unofficial Transcripts** from the pull-down menu and click the button on the right.
- Choose **Unofficial Academic Transcript** for the Report Type.
- Click the **GO** button.



Advisee's Unofficial Transcript

Choose an institution and report type and press go to view your report.

"this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"

Academic Institution:

Report Type:

Information For Students

This record is not to be used as an official copy of a student's UNTHSC Academic Record. Please review carefully and direct any questions regarding this document to the Registrar's Office at 817 735-2201.

[VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED](#)

- The **Unofficial Academic Transcript** will appear in the window and can be printed using the **Print** button from the Internet Explorer toolbar.
- Use the **Return** link to go back to the previous window.

Report Results

[Return](#)

UNT Health Science Center Unofficial Transcript

University of North Texas Health Science Center

3500 Camp Bowie Boulevard

Fort Worth, TX 76107

United States