View Unofficial Transcript and Course History

This guide will show you how to view a student’s unofficial transcript and course history in ctcLink. First, a couple of tips:

- The Green River College IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.
- Disable pop-up blockers in your browser.

Directions

1. If you are not already on the Advisor Homepage, use the drop-down menu to navigate there.

2. Click the Advisor Center tile.

3. The My Advisees page will display. You have several options to select the student you would like to see.
   A. Click the View Student Details link on the list to see one of your current advisees.
   B. Click the View data for other students button to search for a student who is not one of your advisees.
C. On the left panel, click **Student Center**. If you want to see information on a different advisee, use the **Change Advisee** drop-down menu to select the name and click the **Change** button.

4. Your advisee’s information will display. From this page you will have access to:
   - Currently enrolled classes
   - Enrollment dates (note: with ctcLink, we now use the term “enrollment” rather than “registration”)
   - Milestones
   - List of things to do
   - Academic Advisement Report
   - Unofficial transcripts
   - Credits transferred in from another institution
   - Course history
   - What-If Report (covered in another document)
5. To see the unofficial transcript, select Transcript: View Unofficial from the drop-down menu.
6. Click the Go icon [>>] to the right of the menu.

7. In the Academic Institution drop-down menu, select Green River College.
8. In the Report Type drop-down menu, select Unofficial Transcript.
10. Your request will display. Click View Report to see a PDF of the transcript. (Make sure you have allowed pop-ups or the transcript won’t display.)
11. The **Unofficial Transcript** will display.

12. If you want to see a list of past courses, select **Course History** from the drop-down menu.

13. Click the **Go** icon [>>] to the right of the menu.
14. The list of courses will display.