



## Student Transcript Look-Up

### Introduction

You can now review a specific student’s academic transcript(s) from a previous institution on myHeliotrope.

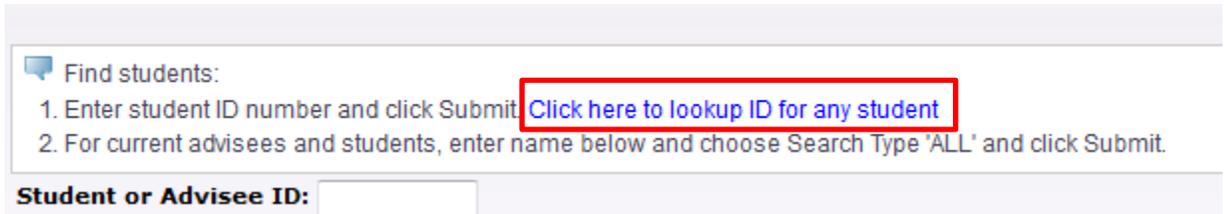
In your *Advising Menu*, choose *Student Academic Transcript*



Select the most recent term:

Select a Term:

Choose the *click here to lookup ID for any student* link to view students who are no longer in attendance



Enter name information. Partial names will work. Click *Submit*

Please enter a search criteria.  
First Name   
Middle Name   
Last Name    
Please use % for a wildcard (one will be added to the end of each field). Other s

Click the ID number of the student you would like to view (it’s in blue)

ID	FirstName	MI	LastName	EffTermCode	Status
<a href="#">P00251389</a>	pctest		Student1	201640	IS-Inactive
<a href="#">P00251390</a>	PCTest		Student2	201640	AS-Active
<a href="#">P00251391</a>	pctest		Student3	201560	IS-Inactive
<a href="#">P00253501</a>	PCTest		Student4	201640	AS-Active
<a href="#">P00253502</a>	pCTest		Student5	201560	IS-Inactive
<a href="#">P00261036</a>	pctest		student7	201427	AS-Active



## Student Transcript Look-Up

I thought maybe the SPS could be updated with the LEG numbers to better reflect (on this page at least) courses within the program? Choose the *Transcript* button

**Student selected: PCTest Student2 (P00251390)**

**Go to:**

<b>Course Overrides</b>	Overrides
<b>Student Academic Transcript</b>	Transcript
<b>Student Schedule</b>	Schedule
<b>Student Email Address</b>	Email Address
<b>Student Address/Phone</b>	Address/Phone
<b>Student Information</b>	Information
<b>Pick a New Student</b>	New Student



Click *Display Transcript*

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Unofficial

Display Transcript



If you need to view another student, at the top of the page, *click here to lookup ID for any student*

Find students:

1. Enter student ID number and click Submit. [Click here to lookup ID for any student](#)
2. For current advisees and students, enter name below and choose Search Type 'ALL' and click Submit.