

ADVISOR SELF-SERVICE: ACADEMIC RECORD (INCLUDING UNOFFICIAL TRANSCRIPT)

1. Login to the [MyUTRGV](#) portal using an approved web browser.
Banner 9 Faculty Self-Service is recommended on Chrome web browser: 
2. Select the Application *ASSIST*.
3. Select **Faculty and Advising Services**.
4. Click on **Advising Student Profile**.

Faculty and Advising Services

Hello Sofia,
This is the entry page for Banner Faculty and Advisors. From here, you can navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution:

**Faculty Grade Entry**
Submit your final grades and view previous terms.

**Faculty Class List**
View your classes and rosters, export or print your class rosters, view your class waitlist, email your class, view profile and academic records of students in your classes.

**Advising Student Profile**
Advisors can search for students, view student curriculum data, prior education and test scores, run a degree evaluation, create advising plans, and view student academic records.

**Faculty Attendance Verification**
Verify official census date attendance for their classes.

If you have any questions, please email the registrar@utrgv.edu.

5. Select the most recent term of enrollment for the student.

Advisee Search

Change term, search for a student, or view your advisee listing

Term

Fall-Spr 2020-2021 SOM Yr 4

Fall-Spr 2020-2021 SOM Yr 4

SUMMER 2021 MODULE 2

Summer II 2021

Fall-Spr 2020-2021 SOM Yr 3

SUMMER 2021 MODULE 1

Summer I 2021

[View Profile](#) [View My Advisee Listing](#)

6. Enter in the student ID number (or the student email, or the last name followed by first name). Click on *View Profile*.

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall-Spr 2020-2021 SOM Yr 4

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID
12345678

[View Profile](#) [View My Advisee Listing](#)

7. Click on **Academic Record**.

UTRGV

Advising • Advisee Search • Student Profile

Student Profile - [REDACTED]

Term: Fall-Spr 2020-2021 SOM Yr 4 Standing: Good Standing, as of [REDACTED]



Bio Information

Email:	[REDACTED]
Phone:	[REDACTED]
Gender:	Fe
Date of Birth:	07
Ethnicity:	Hi
Race:	Wh
Citizenship:	Ye
Emergency Contact:	Ur
Emergency Phone:	Mi
	21

General Information

Level:	Do
Class:	Do
Status:	Ac
Student Type:	Ct
Residency:	Tu
Campus:	Nc
First Term Attended:	Fe
Matriculated Term:	Nc
Last Term Attended:	Fe
Leave of Absence:	Nc

Graduation Information

Graduation Applications: Nc

Advisors

Advisors are not assigned for the selected term.

Curriculum and Courses

Prior Education and Testing

Additional Links Below

Academic Record

Personal Information

Request Official Transcript

U Central

View Application to Graduate

Final Grades

Application to Graduate

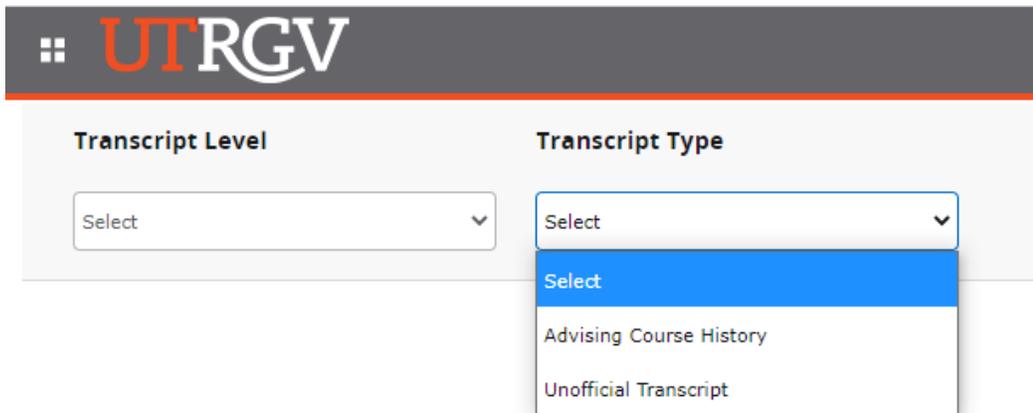
Degree Works

Registration and Planning

8. Enter in the student's ID number.

9. Select a *transcript level* and *transcript type*.

- The *Advising Course History* includes transfer credit history, plus UTRGV credits.
- The *Unofficial Transcript* reflects all institutional credit and hours earned at UTRGV.



The screenshot shows the UTRGV logo at the top left. Below it, there are two dropdown menus. The first is labeled "Transcript Level" and has a "Select" option. The second is labeled "Transcript Type" and has a "Select" option highlighted in blue. Below the "Transcript Type" dropdown, there are two options: "Advising Course History" and "Unofficial Transcript".

10. The transcript type selected is now rendered for the student indicated.

Notes: Unofficial transcripts will not be signed, stamped, sealed or notarized by University staff. Students in need of formal and/or certified documentation must [request an official transcript](#).