

How to Access a Student's Transcript

To advise a student effectively, you need to review the student's LSUA Transcript.

The transcript indicates by semester 1) the courses that a student has already completed, 2) the grade earned for each course, and 3) the number of credits and quality points earned for each course.

In the graphic below, you can see that that the transcript also indicates both the student's Grade Point Average for each semester and the student's Overall Grade Point Average.

2013 Fall						
Course	Title	Sub Type	Grade	Credits	Quality Points	
BIOL 2153	Prin of Genetics	Lec Lab	A	4.00	16.00	
BIOL 3160	Survey Plant Kingdom	Lec Lab	A	4.00	16.00	
CHEM 3261	Organic Chemistry I	Lecture	C	3.00	6.00	
CHEM 3361	Organic Chem Lab I	Lec Lab	C	2.00	4.00	
POLI 2051	American Government	Lecture	A	3.00	12.00	
		Attempted Credits	Earned Credits	Total Credits	GPA Credits	Transfer Credits
Term:		16.00	16.00	16.00	16.00	0.00
Overall:		46.00	55.00	55.00	46.00	0.00
						Quality Points
						54.00
						169.00
						GPA
						3.3750
						3.6730

The beginning of the student's transcript indicates the student's declared curriculum as well as any degree or degrees already awarded (see graphic below).

Name Parker, Nola H	DOB Feb 16
<u>Program/Degree/Curriculum</u>	<u>Degree Awarded</u>
Undergraduate/BA Comm Studies/Communication Studies	No Degree Awarded Yet
Honors	Cumulative GPA 2.6000
Previous Institution Pica... Memorial High School, HS Diploma	

To access a student's transcript, log onto your My.LSUA account and click on the Self-Service link in the menu across the top of the screen.



Once you are in Self-Service, click on the Student Advising link (see graphic below).

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LSU-Alexandria
SELF-SERVICE PORTAL

[Home](#) [Register](#) [Advising](#) [Classes](#) [Search](#) [My Profile](#)

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PowerCampus
by Ellucian™

Students **Faculty**

- ▶ Find Courses
- ▶ Register
- ▶ View Schedule
- ▶ Student Advising
- ▶ Class List

In the Manage Advisees screen, fill in the student's last name and first name. Make sure that "All Students" is selected in the drop-down menu. Then, click the search icon at the end of the screen (see graphic below).

Manage Advisees

[Basic Search](#) [Advanced Search](#)

Last Name: Last Name Prefix: Middle Name: First Name: ID:

List:

If you want to see the names of all the advisees assigned to you, select “My Students” in the drop-down menu, leave all other fields blank, and click on the search icon.

Manage Advisees

Basic Search | **Advanced Search**

Last Name: Last Name Prefix: Middle Name: First Name: ID:

List: **My Students** ▼

Search

Once you find the student’s name, click on it so that you can see the list of item available for you to view; the third item on the list is “Unofficial Transcript.” Click on this link to view the student’s transcript.

Manage Advisees - All Students

Select Filter: View All >

Results Showing 1 - 1 of 1

Student

Brown, John T

- Permission Requests
- Schedule
- Unofficial Transcript**
- Academic Plan
- What If?
- Schedule Requests
- Grade Report
- Activity Grades
- Dossier
- Attendance
- Activities