



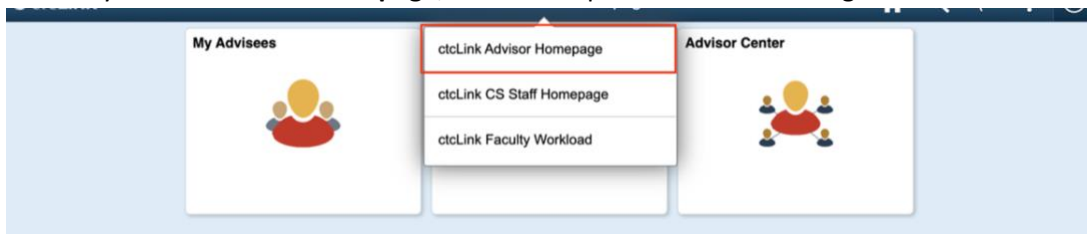
How to View Unofficial Transcript and Course History

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

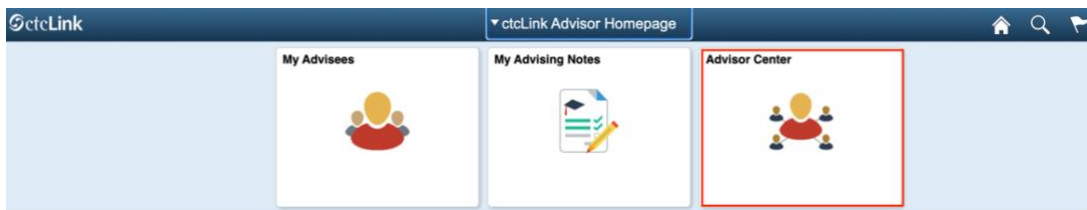
- Contact the [Highline ITS Help Desk](#) if you have problems with sign-in credentials, usernames or passwords.
- Disable pop-up blockers in your browser.

Directions

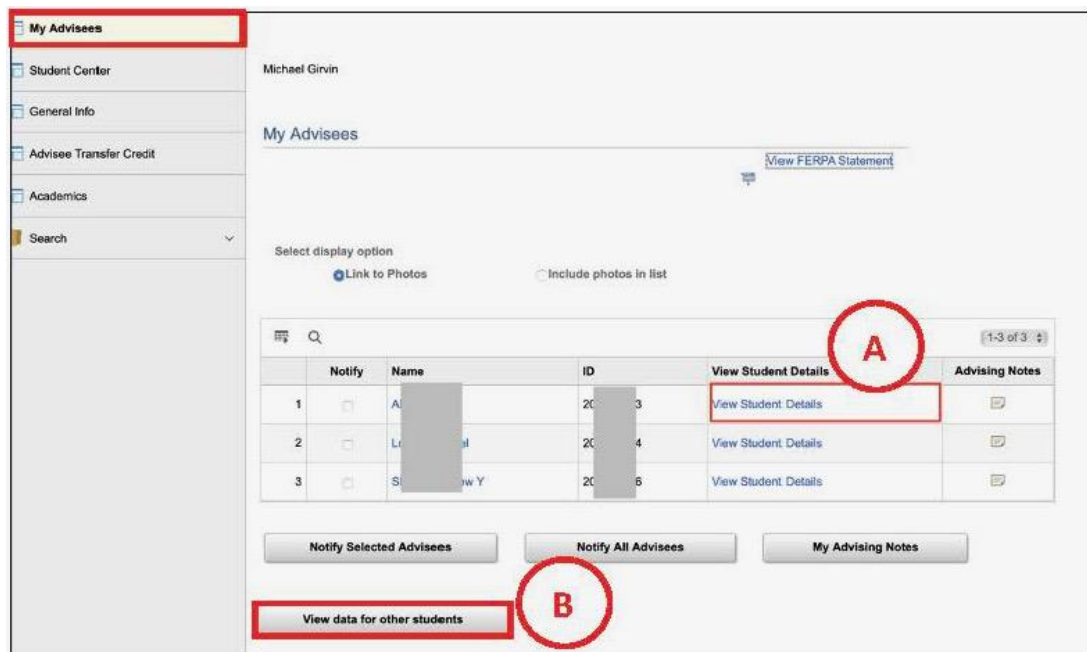
1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.



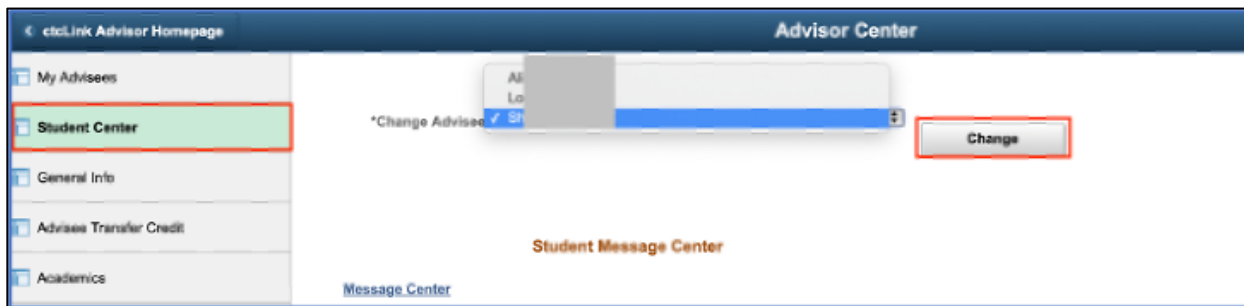
2. Click the **Advisor Center** tile.



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.

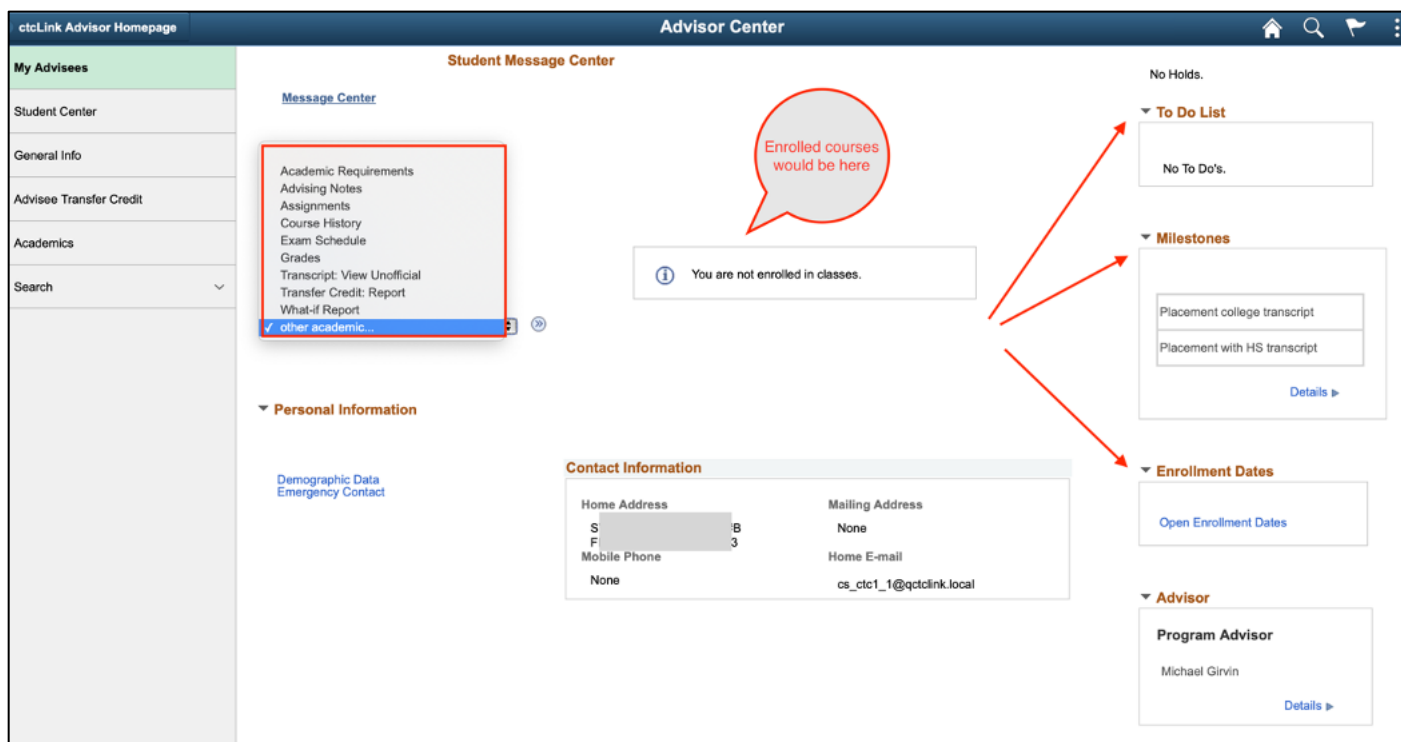


- C. On the left panel, click **Student Center**. If you want to see information on a different advisee, use the **Change Advisee** drop-down menu to select the name and click the **Change** button.

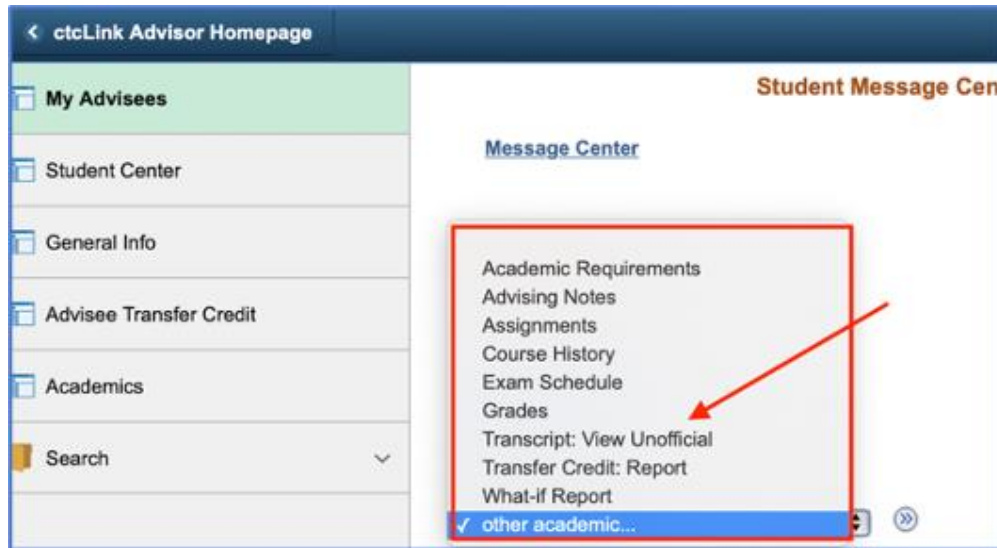


4. Your advisee’s information will display. From this page you will have access to:

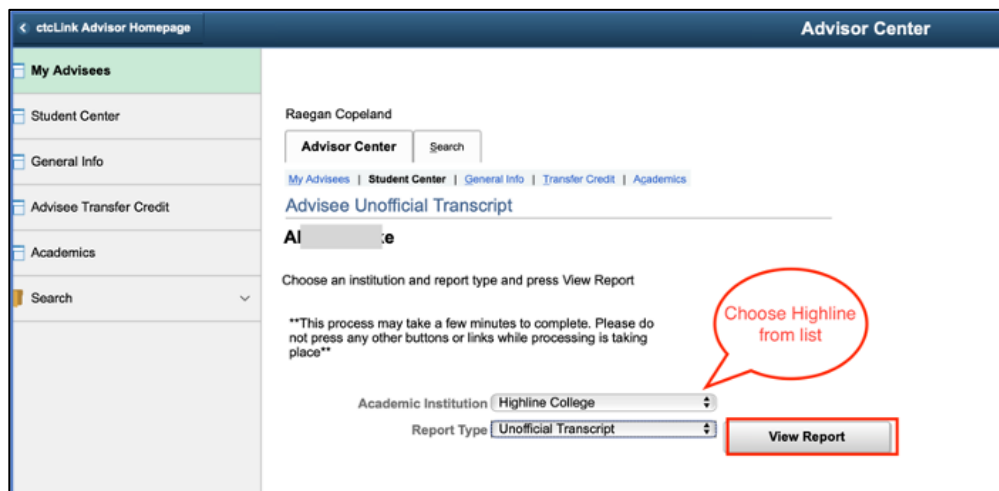
- Currently enrolled classes
- Enrollment dates (note: with ctclink, we now use the term “enrollment” rather than “registration”)
- Milestones
- List of things to do
- Academic Advisement Report
- Unofficial transcripts
- Credits transferred in from another institution
- Course history
- What-If Report (covered in another document)



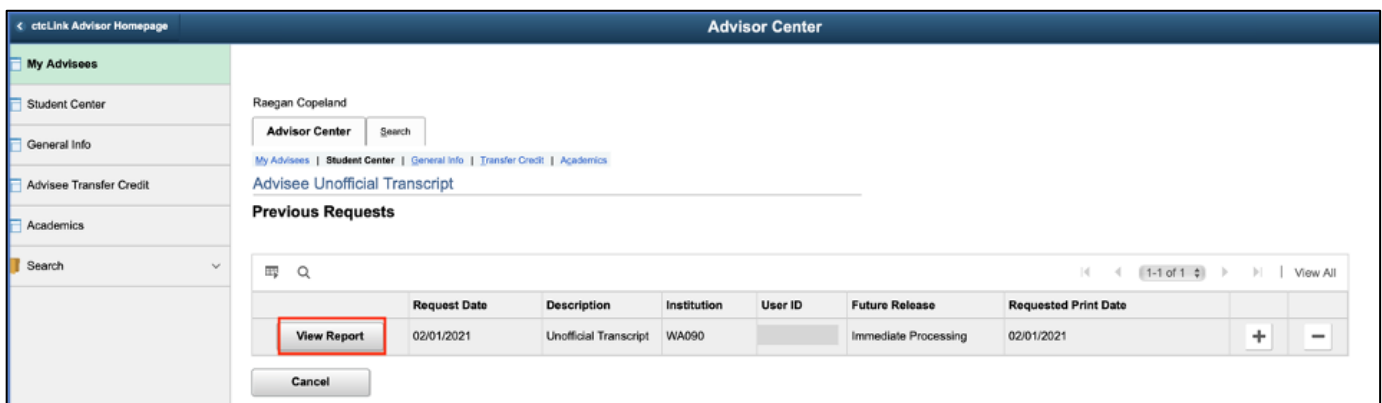
- To see the unofficial transcript, select **Transcript: View Unofficial** from the drop-down menu.
- Click the **Go** icon [>>] to the right of the menu.



- In the **Academic Institution** drop-down menu, select **Highline College**.
- In the **Report Type** drop-down menu, select **Unofficial Transcript**.
- Click **View Report**.



- 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.

Page 1 of 1

Unofficial Transcript - Academic Career

Name: J
Student ID: 1

Print Date: 02/01/2021

Transfer Credits Summary

Transfer Credit from Tacoma Community College
Applied Toward Professional Technical

Course Trans GPA:	0.000	Transfer Totals:	Attempted 60.000	Earned 60.000	Points 0.000
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Transfer Credit from Peninsula College
Applied Toward Professional Technical

Course Trans GPA:	0.000	Transfer Totals:	Attempted 4.000	Earned 4.000	Points 0.000
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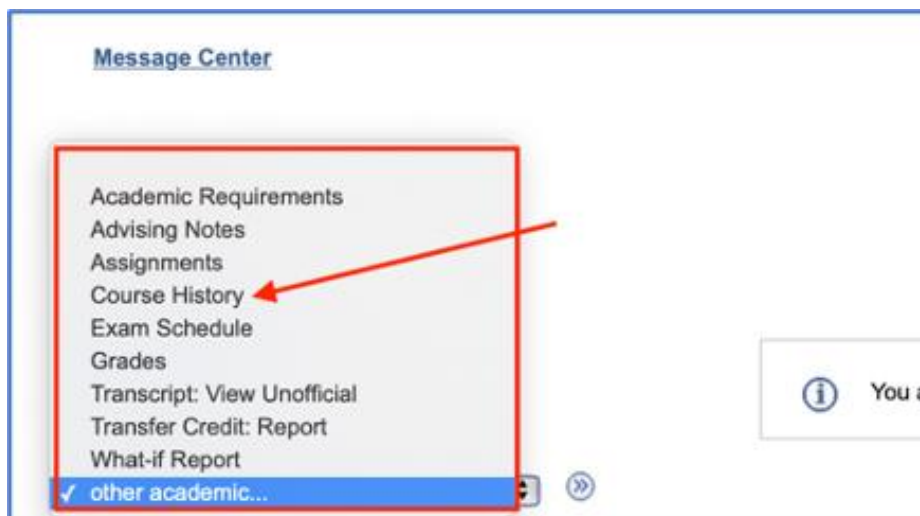
SUMMER 2017 (06/26/2017 - 08/17/2017)

Course	Description	Attempted	Earned	Grade	Points	
HSER 102	Physiology Of P/A Drugs	3.000	3.000	3.5	10.500	
Term GPA	3.500	Term Totals	Attempted 3.000	Earned 3.000	GPA Units 3.000	Points 10.500
Academic Career Career Totals						
Cum GPA	3.500	Cum Totals	3.000	3.000	3.000	10.500

End of Unofficial Transcript - Academic Career

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.

ctcLink Advisor Homepage Advisor Center

My Advisees

- Student Center
- General Info
- Advisee Transfer Credit
- Academics
- Search

Select Display Option

Hide courses from My Planner

Show courses from My Planner

Sort results by

Then by

Sort

Taken Transferred In Progress

Course	Description	Term	Grade	Units	Status
ACCTG 121	Practical Financial Acct	FALL 2020		5.00	◆
BIOL 110	Marine Biology	SUMMER 2020	0.0	5.00	✔
CJ 123	Transp & Border Security	WINTER 2019	4.0	4.00	✔
CJ 255	Police Crisis Intervnt	FALL 2019	0.0	5.00	✔
CJ& 110	Criminal Law	SUMMER 2020	0.0	5.00	✔
ENGL& 101	English Composition I	FALL 2018	3.1	5.00	✔
PSY 103	General Psychology	FALL 2020		5.00	✔

