

On-line Transcripts via BannerWeb for Faculty

Select Student Academic Transcript from the Faculty & Adviser menu (from Faculty Services).

If you have not yet selected a term, you will be required to do so.

Select a term and click submit term.

Enter Student ID: Advisers may only access transcripts for their advisees. If you are not assigned to a student as the adviser of record, you will not be able to view the transcript.

Please note: Your advisee list displays an ID number which will allow you access to the student's transcript through BannerWeb. This number is an alternate ID number and is not the student's official number. You may use either the alternate ID number or the student's official ID number if she gives it to you.

Enter ID and click Submit ID.

Once you have submitted the appropriate ID number, you will be prompted to select the level and type of transcript. Normally, the defaults of "all levels" and "unofficial" are correct. If a level option other than undergraduate is offered, you will want to be sure that you have selected the appropriate level.

Click Display Transcript.

The transcript will display all transfer and Smith courses. Transfer courses (if any) appear at the beginning of the record and Smith courses are then displayed in chronological order by term. Each term will display the major and minor officially declared at that time. If a student has a double major, the second major does not appear. You may view both majors on the View Student Information option from the menu.

Institution Credit						
Fall 1998						
College:		Smith College				
Major:		Undeclared				
Subject	Course	Campus	Title	Grade	Credit Hours	Quality Points
ARS	161	Smith	DESIGN WORKSHOP I	A-	4.00	14.8
ECO	150	Smith	INTRODUCTORY MICROECONOMICS	B+	4.00	13.2
MTH	111	Smith	CALCULUS I	A	4.00	16.0
PSY	111	Smith	INTRO TO PSYCHOLOGY	A-	4.00	14.8
			Attempt Hours	Passed Hours	Earned Hours	GPA Hours
Current:			16.00	16.00	16.00	58.80
Cumulative:			16.00	16.00	16.00	58.80
This is NOT an Official Transcript						
Spring 1999						

The term and cumulative GPA and credit totals appear at the end of each term record.

To view another student's transcript, return to the menu and select Student Academic Transcript.