



## Aurora

### View Academic History in Self Service

Three views of student academic history are available in Self Service:

- Advisor Transcript by Degree
- Advisor Transcript by Term
- Aurora Academic Transcript

1. Select the student using their student number, or by searching their name.
2. Ensure that your web browser's pop-up blocker is disabled, as the Academic History may\* open in a new browser window. \*Dependent on web browser used.
3. Select the desired view.
  - a. When viewing the Advisor Transcript by Degree or Term you will be required to select the program you wish to view from a drop-down list.
  - b. When viewing the Aurora Academic Transcript you may select a single level or all levels
4. The reports can be printed using the Print button (if available) or from the File menu in your browser.

Personal Information | Enrolment & Academic Records | **Advisor Services** | Finance | Faculty Support Services

#### Advisors Menu

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**Term Dependent Items**

- Select Term
- Select ID
- View General Record
- Registration Time and Status
- Registration Overrides
- Add or Drop Classes
- Access Class Lists
- Class Schedule
- Course Catalog
- View Final Grades

**Term Independent Items**

- Select ID (Term Independent)
- Student Contact Information
- Student Weekly Schedule
- View Holds
- View Current Exam Schedule
- External Prerequisites and Distance Education Exam Sites
- Registration History
- Student Fee Account

**Displays of Academic History**

- Advisor Transcript by Degree
- Advisor Transcript by Term
- Aurora Academic Transcript
- Pre-September 2006 Academic History

**View T2202A Tax Credit Form**

- For the Tax Year 2007 & forward
- For the Tax Year 2006 & prior

Degree Evaluation

There is also a view of academic history prior to the implementation of Banner:

### Pre-September 2006 Academic History

The screenshot shows the 'Advisors Menu' with a navigation bar at the top containing: Personal Information, Enrolment & Academic Records, Faculty Services, Advisor Services, Faculty Support Services, and Student. The menu is divided into three sections: 'Term Dependent Items', 'Term Independent Items', and 'Displays of Academic History'. The 'Pre-September 2006 Academic History' option is highlighted with a red rectangular box.

**Personal Information** **Enrolment & Academic Records** **Faculty Services** **Advisor Services** **Faculty Support Services** **Student**

#### Advisors Menu

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**Term Dependent Items**

- Select Term
- Select ID
- View General Record
- Registration Time and Status
- Registration Overrides
- Add or Drop Classes
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- Course Catalog
- View Final Grades

**Term Independent Items**

- Select ID (Term Independent)
- Student Contact Information
- Student Weekly Schedule
- View Holds
- View Current Exam Schedule
- External Prerequisites and Distance Education Exam Sites
- Registration History
- Student Fee Account

**Displays of Academic History**

- Advisor Transcript by Degree
- Advisor Transcript by Term
- Aurora Academic Transcript
- Pre-September 2006 Academic History**
- View 12202A Tax Credit Form
- For the Tax Year 2007 & forward
- For the Tax Year 2006 & prior
- Degree Evaluation

This will display any student history as it was in IMS prior to the implementation of Banner.

If you notice incorrect information in any of these displays, first check the data in Aurora INB and make corrections as you are able. If the problem persists, please notify your Records Advisor. When contacting the Registrar's Office, please describe the steps you have taken to verify the student data in Aurora INB and describe the problem fully.

**Note: Department staff should report problems through the advising staff in your dean's office.**