AVANTIS - How to Guide #2
My Academics

HOW TO VIEW MY ADVISEMENT REPORT
STEPS TO VIEW SUBJECTS LEFT USING AVANTIS STUDENT CENTER

Academic Advisement assists you from term-to-term to identify subjects you have completed and how many remain before you complete your studies.

**STEP 1:** Log on and Navigate to the Student Center

NAVIGATION: Main Menu → Self Service → Student Center

OR

**STEP 2:** Refer to Academics and select *My Academics*
STEP 3: Select Academic Requirements: View my advisement report

STEP 4: Your Academic Advisement report

This view will show you the subjects within your Academic Program that have been completed and the subjects left to complete.
STEPS TO VIEW YOUR COURSE HISTORY

STEP 1: Navigate to the Student Centre

NAVIGATION: Main Menu → Self Service → Student Center

OR

STEP 2: My Academics

Once you have reached the Student Centre go to the Academics space and select My Academics

STEP 3: Select view my course history
Your course history will be displayed...

Your course history will show:

- `Taken` for completed subjects;
- `In Progress` for subjects currently being studied.

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**STEPS TO VIEW YOUR UNOFFICIAL TRANSCRIPT**

**STEP 1:** Navigate to the Student Centre

NAVIGATION: Main Menu ➔ Self Service ➔ Student Centre

OR
STEP 2: My Academics

Once you have reached the Student Centre go to the Academics space and select My Academics

STEP 3: Select view my unofficial transcript
STEP 4: request your Unofficial Transcript

Select View report

Note

- If you experience difficulties at this point and are unable to view your “Unofficial Transcript” please contact ICMS Student Services at studentservices@icms.edu.au and they will be able to provide assistance;

- If you are seeking to obtain an “Official Transcript” this can only be issued from the Office of the Registrar and you will need to contact Student Services and complete the necessary document for the Transcript to be issued.