STEPS TO VIEW YOUR *COURSE HISTORY* AND VIEW YOUR *UNOFFICIAL TRANSCRIPT* ON AVANTIS IN THE STUDENT CENTER

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

NAVIGATION: Main Menu ➔ Self Service ➔ Student Center

**STEP 2:** Refer to Academics, and select My Academics

Your student center will look similar to this:

![Student Center Screenshot](image)

**STEP 3:** Select view my course history or View my unofficial Transcript

![My Academics Screenshot](image)

**Please note:** What-if Scenario; Evaluate my transfer credit and requests for Official Transcript or Enrolment Verification *are not available* through Avantis. If you have any questions in regards to official transcript or enrolment verification, please contact studentservices@icms.edu.au.
STEP 4: Your course history will be displayed

Your course history will show:

- **Taken**
  - For completed subjects
- **In Progress**
  - Subjects currently being studied

STEP 5: Request your **unofficial** transcript:

Choose an institution and report type and press View Report.

**Information For Students**
A student is able to view and print an Unofficial Transcript online via the Student Centre.
Select View report and wait for few seconds....

Your Unofficial Transcript will be displayed as per below:

You will know see your results, including the allocated **mark** for each grade.

If you notice an error on your transcript, please submit an Academic Appeal via appeals@icms.edu.au or contact your Head of School for further advice.