Log in to ozone.ou.edu. Click the **Faculty and Staff** tab. Please note a tab becomes highlighted when it is activated.

**Advisor Tools**

Only faculty and staff who advise students will have access to this channel.

Click **Student Transcripts and Test Scores** to view the Advisors menu to access Student Academic Transcripts.

Click the Back to Faculty and Staff Tab link to return to the Faculty and Staff Tab. Do not use the Faculty Services tab to navigate in this channel.
**Term Selection**
Select a specific term from the list of available terms. Once you have selected a term and navigate to a different item on the menu that term will display under your name in the upper right-hand part of the screen.

**Student Selection** - Search for a student or advisee either by ID or name.

- Enter the Sooner ID of the student or advisee for whom you wish to search
- Or
- Query by last name, first name and/or type of student

Advisee Student and Query are not populated at this time. Select All for the Student Search Type.

Click Submit.
The results of your search will display.

If your search returns more than one student, select the student or advisee you wish to view from the drop-down list and click **Submit**.

**Note:** After selecting the student, you will be returned to the Advisors menu, from which you can then select Student Academic Transcript or Registration History.

**Academic Transcript**

- Transcript Level refers to the level of the course, not the student

**Transcript Key**

- Quality Points = Grade Points
- R column is not being used
- GPAs displayed are retention GPA, not cumulative GPA
- General Education indicators are not included below, they are displayed in Degree Navigator
- # = repeat course
- ^= reprieve course
- @= renewal course
- ~ = PE activity course from outside institution
- * is a remedial course grade and won’t be in the GPA

Click the **Back to Faculty and Staff Tab** link in the upper left-hand part of the page to return to the Faculty and Staff tab.
Click **Registration history** to view the student’s registration history.

**Advisor Tools**

- Student Transcripts and Test Scores
- Registration History
- Degree Navigator
- Student Schedule
- Student Week-At-A-Glance
- Student Concise Schedule

Registration history displays active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on the transcript.

Click the **Back to Faculty and Staff Tab** link in the upper left-hand part of the page to return to the Faculty and Staff tab.

Select **Degree Navigator**.

**Advisor Tools**

- Student Transcripts and Test Scores
- Registration History
- Degree Navigator
- Student Schedule
- Student Week-At-A-Glance
- Student Concise Schedule

Degree Navigator is OU’s advisement tool for advisors and students to track progress toward degrees.

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