1. Login to the MyUTRGV portal using an approved web browser.

2. Select the Application ASSIST.

3. Click on Advising Student Profile.
4. Select a term and search by one of the options, then click on View Profile.

a. Search by student’s ID.

b. Search by student’s UTRGV Email.

c. Search by student’s name by following the noted format.
The following list will show what is displayed in the Student’s Profile.

a. Student’s picture will be displayed.
   - Registrar’s Office does not update pictures. This picture is data from student’s ID card.

b. Term is based on the search done in Step 4. To change term, then a new search will need to be done with the new term.

c. Click on student name to display student card.
d. Last Academic Standing and overall hours and GPA are displayed.

| Standing: Good Standing, as of Fall 2019 | Overall Hours: 121 | Overall GPA: 3.64 |

| Registration Notices: 4 | Holds: 2 |

e. Registration Notices and Holds are displayed here. Click on either Registration Notices or Holds to expand and review the notices and/or holds.

- Advisors can release hold that is designated to advising.
  - Click on box next to Academic Advising, then click **Release**.
  - Enter a comment and click **OK**.
f. Student’s biographical and general academic information is displayed.

```
Bio Information
Email: brownsville.vanguero@utry.edu
Phone: 956 1234567
Gender: Male
Date of Birth: 03/01
Ethnicity: Hispanic or Latino
Race: White
Citizen: Yes
Citizenship: United States Citizen
Emergency Contact: Vaquero, Edinburg
Emergency Phone: Not Provided

General Information
Level: Undergraduate
Class: Senior
status: Active
Student Type: Continuing
Residency: Resident
Campus: Not Provided
First Term Attended: Fall 2017
Matriculated Term: Not Provided
Last Term Attended: Summer II 2020
Leave of Absence: Not Provided

Graduation Information
Graduation Applications: Active(1)

Advisors
Advisors are not assigned for the selected term.
```

g. Student’s Primary program, Secondary program and Hours & GPA are displayed by clicking on the respective tab.

```
CURRICULUM, HOURS & GPA
Primary  Secondary  Hours & GPA
Degree: Bachelor of Science
Study Path: Not Provided
Level: Undergraduate
Program: Environmental Sciences
College: Sciences
Major: Environmental Sciences
Department: Multidisciplinary Sciences
Concentration: Environment and Society
Minor: Political Science
Concentration: Not Provided
Admit Type: Standard
Admit Term: Fall 2019
Catalog Term: Fall 2019

CURRICULUM, HOURS & GPA
Primary  Secondary  Hours & GPA
Level: Undergraduate  Type: Institution  Earned Hours: 97  GPA: 3.78
Level: Undergraduate  Type: Transfer  Earned Hours: 24  GPA: 1.00
Level: Undergraduate  Type: Overall  Earned Hours: 121  GPA: 3.64
```
h. REGISTERED COURSES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
<th>CRN</th>
<th>Hours</th>
<th>Registration Status</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetoric &amp; Composition</td>
<td>ENGL 1301 00L</td>
<td>60257</td>
<td>3</td>
<td>Web Registered</td>
<td>Jun Sun</td>
</tr>
</tbody>
</table>

Note: The list of courses will be dependent on term you select in Step 5b.

i. Student Profile has multiple links to select from:

- Curriculum and Courses - Default when student clicks on Student Profile
- **Prior Education and Testing** – Clicking on this option will display prior education and testing information.

- **Registration and Planning** – Clicking on this option will open a new tab and redirect student to Registration options.
  - Select a role if prompted and click *Continue*.

- **Register / Drop Classes** – displayed but not available for use.
- **Plan Ahead** – refer to *Using Plan Ahead* guide.
- **Browse Classes** – refer to *Searching for Classes in ASSIST* guide.
- **Browse Course Catalog** – general course search by the term selected.
- **View Application to Graduate** – Clicking on this option will open a new tab and display any graduation application information for the student.

```
<table>
<thead>
<tr>
<th>Graduation Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Brownsville Vaquero</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>05/26/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diploma Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
</tr>
<tr>
<td>1234 Vaquero Lane</td>
</tr>
</tbody>
</table>
```

- **Final Grades** – This will open a new tab and student may view grades earned for the selected term and level.

```
View Grades (Fall 2008 to present)
Student Grades - Brownsville Vaquero
```

- **Academic Record** – Clicking on this option will open new tab and bring up transcript page.

```
Academic Record
```

- **Degree Works** – This will open a new tab and redirect student to Degree Works to review their degree progress.

- Enter Student ID.
- Click on Continue.
- Select Transcript Level and Transcript Type to.
- Refer to guide [Viewing a Student’s Unofficial Transcript](#) for more information.