

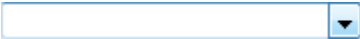
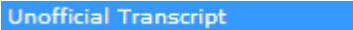
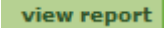
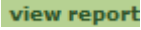


Requesting an UnOfficial Transcript

Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the Unofficial Transcript link. 
3.	Click the Report Type list. 
4.	Click the Unofficial Transcript list item. 
5.	Click the view report button. 
6.	On the Previous Requests page, click the view report link. 
7.	You have successfully generated the unofficial Transcript. On the report you will find: > Course name > College where course was taken > Title of course > Units Attempted and Units Earned > Grade > Grade Points earned > GPA
8.	You have successfully generated the unofficial Transcript. End of Procedure.