## **Unofficial Transcripts Guide**

1. Go to the Student hub



2. Go to the Student Profile (Self-Service Banner)

		Web Services		
s	TUDENT PROFILE (SELF- SERVICE BANNER)	EMAIL (OFFICE 365)	DEGREE PROGRESS REPORT	
	EGISTER FOR CLASSES	PAY TUITION	CANVAS	
	WORKDAY	PROXY MANAGEMENT		
			Activate Windows	6

3. Select "Unofficial Academic Transcript" on the left-hand side of the Student Profile

Term: Fall 2024 Current term
Additional Links
Registration and Planning
Hold Information
Student Detail Schedule
Waitlist Information
View Grades
Grade Change Request Status
Degree Progress Report
Unofficial Academic Transcript
Order Official Transcript
Request Enrollment Verification
Apply to Graduate
View Application to Graduate
Update Personal Information

## 4. Select "ALL" level type and "WEB" transcript type

	*			
Student   Academic Transcript				
Academic Transcript				
Transcript Level Transcript Type				
Select V Select V				
	Activate Windows Go to Settings to activate Windows.			

## 5. Select "Print" on the right-hand side of the screen

Student   Academic Transcript	
Academic Transcript	
Transcript Level     Transcript Type       Undergraduate     V	
Student Information Transfer Credit Institution Credit Transcript Totals Course(s) in Progress	Print
This is not an official transcript. Courses which are in progress may also be included on this transcript.      Student Information	
Student Type High School/College	
Curriculum Information	Activate Windows
Current Program :	Go to Settings to activate Windows.