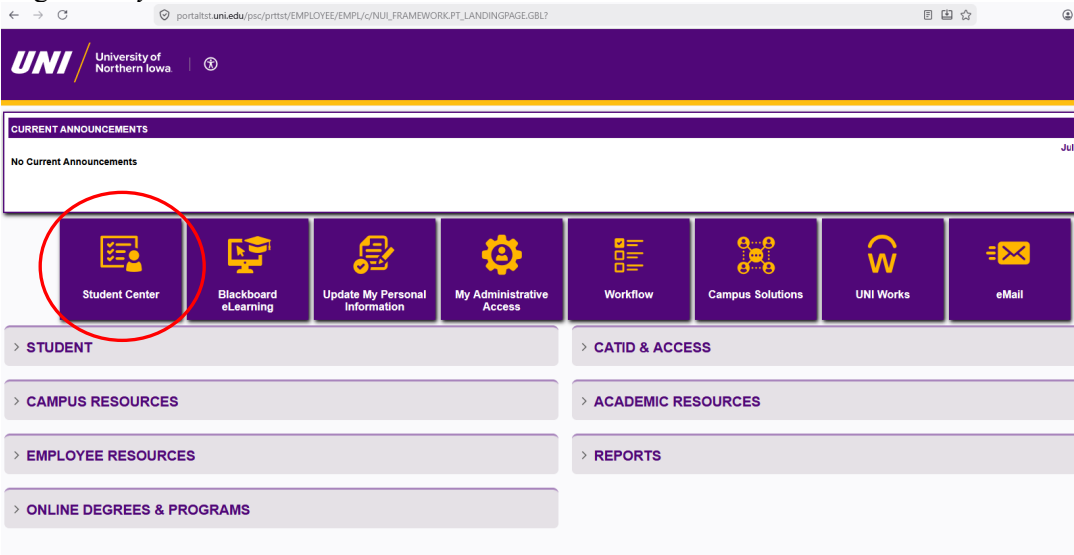
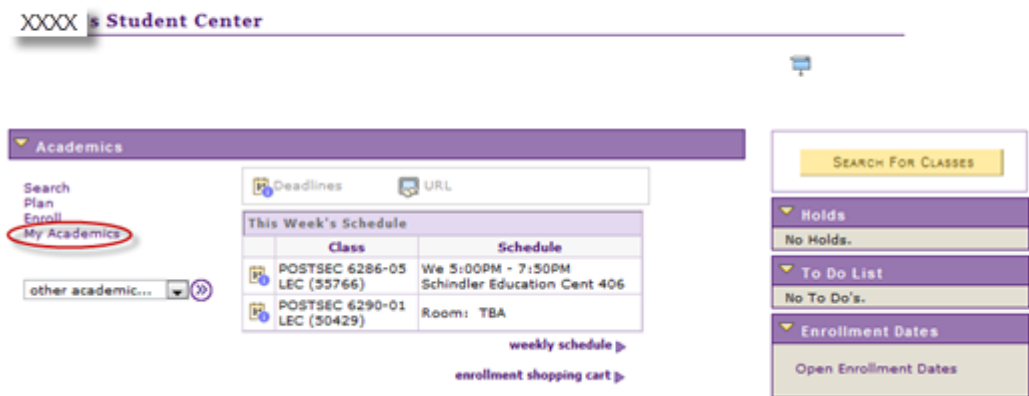
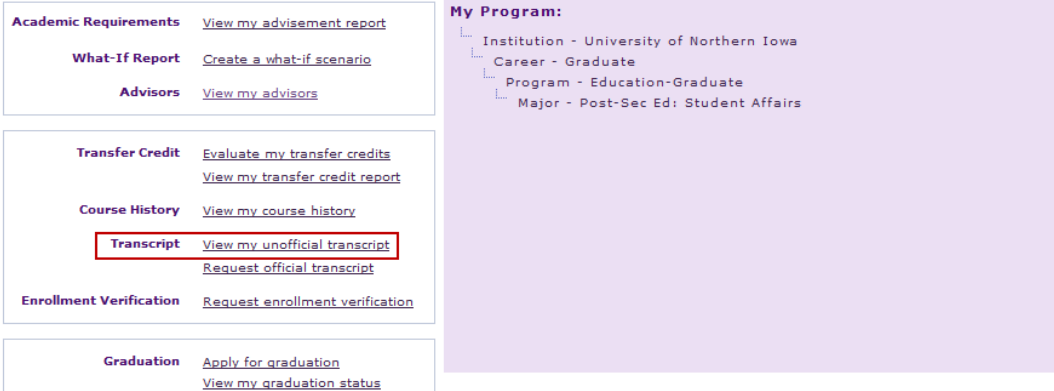
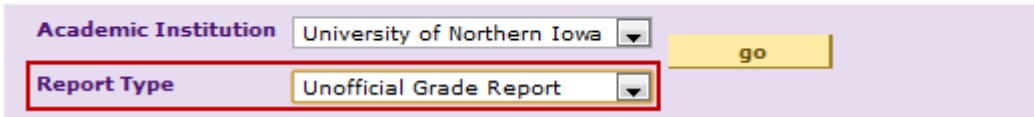


Viewing Degree Status on my Unofficial Cumulative Grade Report

Purpose: The following instructions describe how students may view their degree status using their Unofficial Cumulative Grade Report via Student Center.

Step	Action
1.	Log onto <i>My Universe</i>. Click the Student Center tile.  Note: The thumbnail image is also a link to Student Center.
2.	In the <i>Academics</i> section, click the My Academics link. Note: You may also use the other academic drop-down list and select Transcript: View Unofficial. 

Step	Action
3.	On the My Academics tab, click the View my unofficial transcript link. <u>My Academics</u> 
4.	On the View Unofficial Transcript page, select Unofficial Grade Report in the Report Type field. <u>View Unofficial Transcript</u> Choose an institution and report type and press go to view your report. **this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place** 

Step	Action
5.	Click the go button go Result: The report displays. Report Results Return UNI Unofficial Cumulative Grade Report Name : Pam Panther Student ID: ##### Print Date : 2012-02-29 ----- Academic Program History ----- Program : Business Admin-Undergraduate 2010-10-25 : Business - Potential Major ----- Beginning of Undergraduate Record ----- 2011 FALL BUSINESS 1000 All About Business 0.00 P ECON 1041 Princ Of Macroeconomics 3.00 3.00 C+ 6.990 ENGLISH 1005 College Writing & Research 3.00 3.00 B 9.000 HUM 1021 Humanities I 0.00 0.00 0.000

Step	Action
6.	Scroll down to the appropriate section. Undergraduate degrees from UNI display first. At the end of each <i>degree record</i> the degree awarded, date, and statistics display: <pre> Degree : Master of Arts Confer Date : 2012-05-05 Degree GPA : 3.980 Plan : Mental Health Counseling Graduate Career Totals CUM GPA : 3.980 CUM TOTALS : 60.00 60.00 203.010 </pre>
7.	Use your browser toolbar to print the report. Tips for specific browsers when printing from Student Center: • Internet Explorer & Google Chrome – Highlight the entire report. Click the Print from the browser toolbar. Choose Selection in the <i>Page Range</i> and then click the Print button. • Firefox – Right-click on the report, select This frame, Print frame.