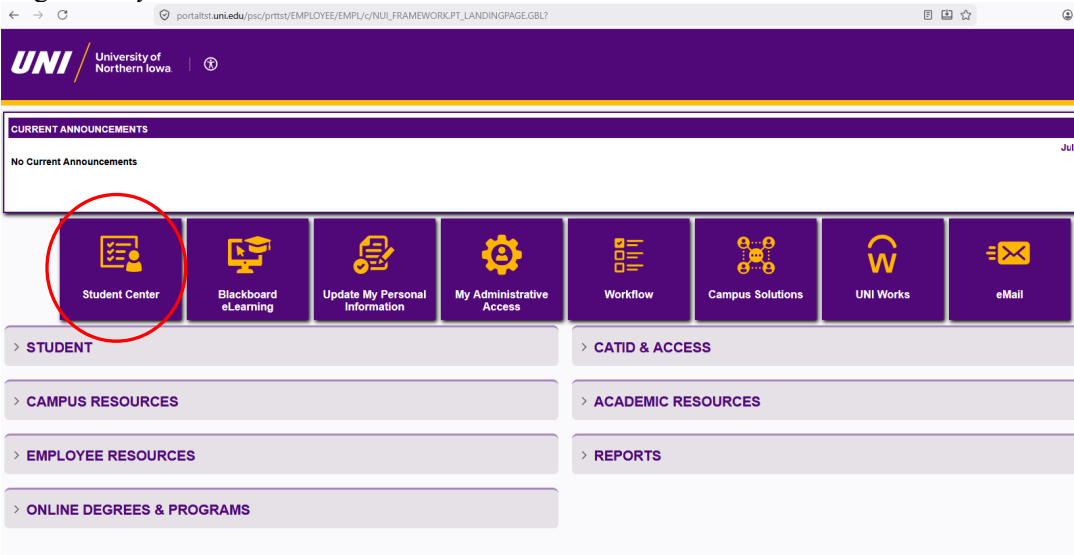
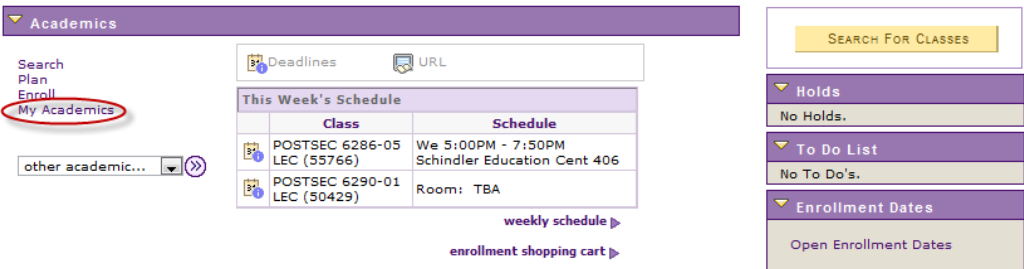
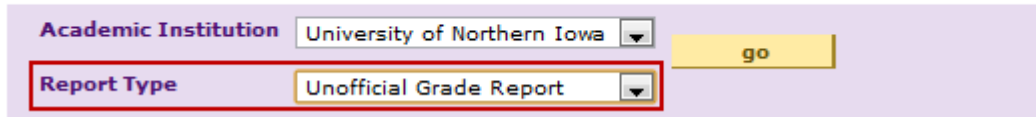


Viewing my Unofficial Cumulative Grade Report

Purpose: The following instructions describe how students may view and print their Unofficial Cumulative Grade Report (also known as Unofficial Transcript) 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.  <table border="1"> <caption>This Week's Schedule</caption> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>POSTSEC 6286-05 LEC (55766)</td> <td>We 5:00PM - 7:50PM Schindler Education Cent 406</td> </tr> <tr> <td>POSTSEC 6290-01 LEC (50429)</td> <td>Room: TBA</td> </tr> </tbody> </table>	Class	Schedule	POSTSEC 6286-05 LEC (55766)	We 5:00PM - 7:50PM Schindler Education Cent 406	POSTSEC 6290-01 LEC (50429)	Room: TBA
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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 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 <table><tr><td>BUSINESS 1000</td><td>All About Business</td><td>0.00</td><td>P</td><td></td></tr><tr><td>ECON 1041</td><td>Princ Of Macroeconomics</td><td>3.00</td><td>3.00 C+</td><td>6.990</td></tr><tr><td>ENGLISH 1005</td><td>College Writing & Research</td><td>3.00</td><td>3.00 B</td><td>9.000</td></tr><tr><td>HUM 1021</td><td>Humanities I</td><td>3.00</td><td>3.00 B</td><td>9.000</td></tr></table>	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	3.00	3.00 B	9.000
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6.	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.																				