How to Print Unofficial Transcripts in Student Center

I. Log in to your **Student Center**

II. Under **Academics** use the dropdown box labeled ‘other academic…’ to select ‘Transcript: View Unofficial’, then click the round **Go** button to proceed to the next page.

III. Under the **Report Type** field, select **Unofficial Transcript**, and then click to see your transcript.

**View Unofficial Transcript**

Choose an institution and report type and press View Report

"this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"

**Note: You must have pop-ups enabled to view your transcript.**