

# **Unofficial Transcript**

### Concept

T his topic will demonstrate how students can generate and access an unofficial transcript in the SIS.

Please note: Official transcripts can be obtained through the online system on the University Registrar's website, *case.edu/registrar* 

SIS\_SC\_UnofficialTranscript

#### Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

Case Western Res UNIVERSITY	SERVE ESL 1826	
Favorites Main Menu		
• • •		
Homepage		
Ima Student	ID: 9991111	
Academics		
	Fall 2011 Schedule	
<u>Plan</u>	Class	Schedule
Enroll My Academics	ARTS 101-100 LEC (1051)	TuTh 1:15PM - 4:00PM Art Studio 206
other academic	BIOL 215-100 LEC (2541)	To Be Announced

Step	Action
1.	The Student Center appears.
	Click the <b>My Academics</b> link.
	Click the <b>My Academics</b> link. My Academics

### Student Information System Process Document Unofficial Transcript



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Search	Plan	Enroll	My Academics
Academic Requirements	<u>View my advisement reg</u>	port Institu	I <b>m:</b> tion - Case Western Reserve Univ
Academic Requirements What-If Report	<u>View my advisement re;</u> <u>Create a what-if scenari</u>	port Institu io Carec	<b>im:</b> tion - Case Western Reserve Univ er - Undergraduate gram - Arts & Sciences Undergradua
Academic Requirements What-If Report Advisors	<u>View my advisement reg</u> <u>Create a what-if scenari</u> <u>View my advisors</u>	Port L Institu Care L Pro My Progra	<b>im:</b> tion - Case Western Reserve Univ er - Undergraduate gram - Arts & Sciences Undergradua ujor - Biology (BA) eparation - Pre-Health
Academic Requirements What-If Report Advisors Course History	View my advisement reg Create a what-if scenari View my advisors	bort My Progra Institut Care Proj My Progra	<b>im:</b> tion - Case Western Reserve Univ rr - Undergraduate gram - Arts & Sciences Undergradua gjor - Biology (BA) eparation - Pre-Health

Step	Action
2.	The My Academics screen appears.
	Click the <b>View my unofficial transcript</b> link. <u>View my unofficial transcript</u>

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CASE WESTERN R UNIVERSITY_EST 826	
Favorites Main Menu	
Ima Student go to 🔻 🤄	)
Search Plan Enroll My Academics	٦
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**	
Academic Institution Case Western Reserve Univ	
Report Type Qumulative Grade Report	
чентерис	
Information For Students If you are unable to view your unofficial transcript, your browser's pop-up blocker could	
be preventing your transcript from opening. Here are some things to try if you're using Internet Explorer:	
<ol> <li>Go to Tools, Internet Options, and choose the Privacy tab. Under Pop-up Blocker, click Settings and add "sis.case.edu" to the Allowed Sites area</li> </ol>	
<ol> <li>On the Security tab, click on the Custom Level button and scroll down to the Download section. Find Automatic promotion for file downloads and choose "mable".</li> </ol>	
If you are still unable to view it or are using a different browser, please contact	
reghelp@case.edu for additional assistance.	
If you find any errors or discrepancies on your transcript, please contact University Registrar's Office at registrar@case.edu. Thank you.	
VIEW ALL REQUESTED REPORTS	



think beyond the possible

Step	Action
3.	The View Unofficial Transcript screen appears.
	Click the View report button.

Optionally, click the **View All Requested Reports** button to see a list of unofficial transcripts previously generated in your Student Center.

Each time you click the **View Report** button, a new unofficial transcript is generated.

Step	Action
4.	The report begins to process. Do not click any other buttons - this will interupt the report generation.

Student ID: SSN:	9991111 XXX-XX-2222			C	ase Western R Cumulative	leserve University Grade Report					Page 08/0	1 of 2 2/2011
Student Name:	Ima Student											
ioademio Program His	story											
	Sciences Understaduate					Term GPA:	3.000	Term Totals	Attempted 14.00	Earned 14.00	Averaged 14.00	42.000
Active 01/19/2	In Program 2011: Biology (BA) Major					Cum GPA:	3.000	Cum Totals	14.00	14.00		42.000
	Transfe	r Credits										
ransfer Credit from C	uyahoga C C Eastern					Course	Descript	on	Attempted	Earned	Grade	Points
oplied Toward Undeck	ared Undergraduate Record					CHEM 108	Principle	s of Chemistry II	3.00	3.00	8	9.000
						MATH 126	Math/Cal	o Life/Man/Sool	4.00	4.00	c	8.000
Course	Fall	2009	Earned	Grade	Pointe	PHED 21A	Hatha Yo	ga (1st Half)	0.00	0.00	P	0.000
FSCC 100	Life of the Mind		6.00	TR		PHED 21B	Hatha Yo	ga (2nd Half)	0.00	0.00	2	0.000
SCL 101	General Psychology I		3.00	TR		CHEM 113	Principle	s of Chemistry	2.00	2.00	^	8.000
URS 201	Applied Ntm in Hith & Disease		3.00	TR		BIOL 216L	Organics	ns and	1.00	1.00		4.000
SOCI 101	Introduction to Sociology		3.00	TR		BIOL 216	Organics	ms Lab ns and	3.00	3.00		12.000
	Behavlor		3.00	10			Ecosyste	ms	3.00	2.00		12 000
BIOL 214	Genes and Evolution		6.00	TR		USSY 286N	The Ame	rioan Dream	3.00	3.00	<u>^</u>	12.000
BIOL 214L	Laboratory		2.00	18								
PHIL 271	Bloethics: Dilemmas		3.00	TR								
CHEM 106	Principles of Chemistry / Repeated: No Credit Awarded		4.00	TR					Attempted	Earned	Averaged	Points
CHEM 100-TR	CHEM 100 Level Transfer		1.00	TR		Term GPA:	3.313	Term Totals	16.00	16.00	16.00	53.000
BUVE 115	Course Introduction Physics (		4.00	TD		Cum GPA:	3.167	Cum Totals	30.00	30.00		95.000
PHYS 116	Introductory Physics II		4.00	TR								
The second second	C CCC Transfer Intelse		10.00		0.000			Sum	2010			
course mans dex.	0.000 Transfer totals.	0.00	30.00		0.000	Course MATH 128	Math/Cal	on o Life/Man/Soo Sol	Attempted 4.00	<u>Earned</u> 4.00	B B	12.000
						USSO 286T	Why We	Belleve Weird	3.00	3.00	*	12.000
	Beginning of Und	ergraduate Reco	rd			ANTH 216	Intr to Mi Anthrop	ology	3.00	3.00	*	12.000
	Fall	2009							Attempted	Earned	Averaged	Points
Course	Description	Attempted	Earned	Grade	Points	Term GPA:	3.600	Term Totals	10.00	10.00	10.00	36.000
CHEM 106 MATH 120	Principles of Chemistry I Elem Functions Analytic	3.00	3.00	8	9.000 9.000	Cum GPA:	3.275	Cum Totals	40.00	40.00		131.000
PHED 181	Personal Fitness	0.00	0.00	P	0.000							
BIOL 216L	Cells and Proteins	1.00	1.00	в	3.000	Course	Descript	on	Attempted	Earned	Grade	Points
2101 215	Laboratory Calls and Proteins	2.00	2.00		9 000	ARTS 210	Enamelli	g & Jewelry I	3.00	3.00	^	12.000
COSI 260	Multioultural Issues Human	3.00	3.00	8	9.000	BIOL 326	Cell Blok	ogy	3.00	3.00	c	6.000
	Com	1.00	1.00		3 000	BIOL 362	Prin of D Biology	evelopmental	3.00	3.00	8	9.000
010 100	Supplement	1.00	1.00	3	5.000	CHEM 223	Intro to C	rganic Chemistry	3.00	3.00	8	9.000

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Step	Action
5.	The unofficial transcript will appear in a new internet browser window. If you have questions about the contents of your transcript, please contact your school or college.
	<b>Please note:</b> If nothing appears after the SIS browser window has finished processing, a pop-up blocker may have prevented the window from appearing. Disable your pop-up blocker and try to run the report again.
6.	This completes the process of viewing your unofficial transcript in the SIS. End of Procedure.